

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 006 – BELT & ORBITAL SANDER

1. PURPOSE AND SCOPE

Minimum requirements for safe use of belt sanders and orbital/random-orbital sanders at Illusions Australia.

Applies to portable sanding of timber, MDF, plastics, coatings and other approved materials.

2. AUTHORISATION AND COMPETENCY

Operators must be competent with the selected sander and understand dust, entanglement and abrasive hazards.

Use only accessories compatible with the tool and material.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Eye protection.
- Hearing protection where required.
- Safety footwear.
- Respiratory protection where extraction does not adequately control dust.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Tool, lead/battery, switch, base and guards are serviceable.
- Correct belt/disc/pad is fitted, undamaged and securely attached.
- Dust bag/extraction is connected where applicable.
- Workpiece is stable and secured where necessary.
- Area is clear of combustible dust accumulation and trip hazards.
- Loose clothing, jewellery and hair are secured.

5. SAFE OPERATING PROCEDURE

1. Select the correct abrasive grade and tool.
2. Secure the workpiece.
3. Connect/start extraction.
4. Hold the sander securely and start clear of the workpiece where appropriate.
5. Apply the sander flat and use controlled overlapping passes.
6. Do not apply excessive pressure; allow the abrasive to cut.
7. Keep leads, hoses, hands and clothing clear of moving parts.
8. Switch off before putting the tool down and allow moving parts to stop.
9. Isolate/remove battery before changing abrasives.

6. PROHIBITED PRACTICES

Workers must not:

- Use torn, loose or incorrectly sized abrasives.
- Touch moving abrasive surfaces.
- Sand unsecured small workpieces by hand where they may be thrown.
- Block ventilation openings.
- Use excessive pressure that overheats the tool or material.
- Change abrasives while energised.
- Use where dust controls are inadequate for the material.

7. DUST CONTROL

Sanding MDF, timber, fillers and coatings can generate fine airborne dust.

- Use on-tool extraction where provided.
- Clean accumulated dust regularly using suitable methods.
- Do not use compressed air to blow dust from clothing or surfaces where this creates airborne dust.

8. FIRE AND MATERIAL HAZARDS

Sanding can generate heat and may expose hazardous coatings or residues.

- Confirm the material/coating is suitable to sand.
- Keep ignition sources away from combustible dust.
- Stop if the workpiece or abrasive overheats.

9. FAULTS, DAMAGE AND ABNORMAL OPERATION

Stop for abnormal vibration, damaged pad/belt, burning smell, electrical fault, loss of extraction or unusual noise.

Isolate and tag defective equipment out of service.

10. SHUTDOWN AND HOUSEKEEPING

- Switch off and allow movement to stop.
- Isolate before cleaning or abrasive changes.
- Empty dust collection safely.
- Clean the work area and store the tool and abrasives correctly.
- Report defects.

11. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate energy sources where safe to do so.
3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

12. STOP WORK REQUIREMENT

Work must stop where:

- The abrasive or tool is damaged.
- Dust cannot be adequately controlled.
- The workpiece cannot be secured or controlled.
- Unknown coatings/materials may create hazardous dust.
- The operator cannot maintain safe control.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

Document	SWP 006 – Belt & Orbital Sander
Document Type	Safe Work Procedure
Prepared By	Aidan McDonnell
Approved By	Managing Director
Status	Controlled Document