

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 007 – BENCH GRINDER

1. PURPOSE AND SCOPE

Minimum requirements for safe operation of fixed bench grinders at Illusions Australia.

Applies to grinding, deburring and sharpening operations within the machine's rated capability.

2. AUTHORISATION AND COMPETENCY

Only competent, authorised workers may operate the bench grinder.

Operators must understand wheel condition, tool-rest adjustment, guarding and isolation.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Safety glasses and face protection where fragment risk warrants it.
- Hearing protection.
- Safety footwear.
- Respiratory protection where dust cannot be adequately controlled.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Grinding wheels are correct, undamaged and suitable for the task.
- Guards and eye shields are fitted and secure.
- Tool rests are secure and adjusted close to the wheel without contact.
- Wheel flanges and mounting appear secure.
- Emergency stop/switch is accessible.
- Area is clear and extraction is operating where provided.
- No combustible material is exposed to sparks.

5. SAFE OPERATING PROCEDURE

1. Stand to one side when starting and allow the wheel to reach full speed.
2. Hold the work securely and use the tool rest.
3. Apply work gradually to the wheel face at the correct area.
4. Use light controlled pressure and avoid overheating.
5. Keep fingers clear and maintain a stable stance.
6. Quench work where appropriate, recognising hot metal remains a burn hazard.
7. Switch off after use and remain clear until wheels stop.

6. PROHIBITED PRACTICES

Workers must not:

- Grind on the side of a wheel unless specifically designed for side grinding.
- Use cracked, chipped or excessively worn wheels.
- Operate without guards or correctly adjusted rests.
- Force work into the wheel.
- Adjust rests while the wheel is moving.
- Wear loose clothing or gloves that may become entangled.
- Leave the grinder running unattended.

7. WHEEL SAFETY

Grinding-wheel failure can project fragments at high velocity.

- Use only correctly rated wheels.
- Inspect wheels before use and after impact.
- Wheel replacement must follow manufacturer requirements and be carried out by a competent person.

8. SPARKS AND HOT MATERIAL

Grinding produces sparks and hot workpieces.

- Direct sparks away from people and combustibles.
- Treat recently ground metal as hot.
- Apply hot-work controls where ignition risk exists.

9. FAULTS, DAMAGE AND ABNORMAL OPERATION

Stop for excessive vibration, wheel damage, unusual noise, loose rest/guard, electrical fault or overheating.

Isolate and tag out until rectified.

10. SHUTDOWN AND HOUSEKEEPING

- Switch off and wait for wheels to stop.
- Clean grinding debris safely.
- Do not clean close to moving wheels.
- Leave rests and guards correctly positioned.
- 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:

- Wheel condition is doubtful.
- Guard or tool rest is missing/defective.
- Excessive vibration occurs.
- Sparks cannot be safely controlled.
- The workpiece cannot be safely held.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

Document	SWP 007 – Bench Grinder
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