

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 015 – DISC SANDER

1. PURPOSE AND SCOPE

Minimum requirements for safe operation of fixed disc sanders at Illusions Australia.

Applies to sanding and shaping approved materials within the machine's capability.

2. AUTHORISATION AND COMPETENCY

Only competent, authorised workers may operate the disc sander.

Operators must understand direction of disc travel, table/rest adjustment, dust extraction and entanglement hazards.

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.
- No loose clothing, jewellery or unsecured hair; avoid gloves near rotating machinery where entanglement may occur.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Abrasive disc is secure, intact and suitable.
- Guards are fitted.
- Table/rest is secure and adjusted appropriately close to the disc.
- Dust extraction is connected and operating.
- Workpiece can be safely held and supported.
- Area is clear of offcuts and combustible dust.
- Emergency stop/switch is accessible.

5. SAFE OPERATING PROCEDURE

1. Set table/rest with machine stopped.
2. Start extraction.
3. Start the sander and allow full speed.
4. Hold work firmly against the table/rest.
5. Apply work to the downward-moving side of the disc where applicable to prevent lifting/ejection.
6. Use light, controlled pressure.
7. Keep fingers clear of the abrasive and pinch point between disc and table.

8. Use jigs/fixtures for small or awkward work where needed.
9. Switch off and wait for complete stop before adjustments or cleaning.

6. PROHIBITED PRACTICES

Workers must not:

- Sand on the upward-moving side where this can lift or eject the workpiece.
- Place fingers close to the disc or table gap.
- Sand work too small to control safely without a jig.
- Force material into the abrasive.
- Adjust table/rest while disc is moving.
- Operate with damaged abrasive or missing guards.
- Wear loose items that may become entangled.

7. SMALL AND IRREGULAR WORKPIECES

Small pieces can be pulled into the disc/table gap or thrown.

- Use a suitable jig or holding fixture.
- Use an alternative method if safe hand clearance cannot be maintained.

8. DUST CONTROL

Disc sanding can generate fine timber, MDF, filler or coating dust.

- Use extraction throughout operation.
- Identify hazardous coatings/materials before sanding.
- Clean settled dust with suitable vacuum methods.

9. FAULTS, DAMAGE AND ABNORMAL OPERATION

Stop for torn/loose abrasive, excessive vibration, unusual noise, damaged table/rest, extraction failure or electrical fault.

Isolate and tag out until rectified.

10. SHUTDOWN AND HOUSEKEEPING

- Switch off and wait for disc to stop.
- Isolate before abrasive changes or close cleaning.
- Vacuum dust and clean the work area.
- Store jigs/accessories.
- 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:

- Abrasive, guard or table/rest is defective.
- Extraction is unavailable where required.
- Workpiece cannot be safely controlled.
- Unknown material/coating may create hazardous dust.
- Abnormal vibration or movement occurs.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

Document	SWP 015 – Disc Sander
Document Type	Safe Work Procedure
Prepared By	Aidan McDonnell
Approved By	Managing Director
Status	Controlled Document