**Sample General Safe Work Practice for Bench Grinder**

**Potential Health and Safety Hazards**

* Hot metal.
* Sparks.
* Noise. Sharp edges and burrs.
* Hair/clothing getting caught in moving machine parts.
* Wheels ‘run on’ after switching off.
* Eye injuries.

**Safe Work Practices**

* Locate and ensure you are familiar with all machine operations and controls
* Ensure all guards are fitted, secure and functional.
* Check workspaces and walkways to ensure no slip/trip hazards are present.
* Ensure the wheels do not touch the work rest and that the gap between wheel and rest is no greater than 1.5mm.
* Check that the wheels are running true and are not glazed or loaded.
* Check for cracks in the wheel and report any you find.
* Stand to the side of the wheels when starting up.
* Let the wheels gain maximum speed before starting to grind.
* Only one person may operate this machine at any one time.
* Clean up and absorb any coolant spills immediately.
* Leave the machine in a safe, clean and tidy state.
* Do not use faulty equipment. Immediately report any suspect machinery.
* Do not hold workpiece with gloves, cloth, apron or pliers.
* Do not grind non-ferrous metals.
* Do not grind on the side of the wheel.
* Do not hold small objects by hand.
* Never leave the machine running unattended.
* Do not bend down near the machine while it is running.