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## 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.
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- ✗ 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.

Please note: This document is for information purposes only as a guide. The safe job procedures (SJP) and safe work practices (SWP) created for your workplace should reflect your organizations processes, equipment and hazards as identified by a hazard analysis. Construction Safety Nova Scotia does not assume responsibility for the use of information in this document. If assistance is needed to complete a SWP and SJP for your organization please contact CSNS member services at [constructionsafetyns.ca](http://constructionsafetyns.ca) or 1.800.971.3888.