

Safe Operating Procedure Terazzo Sander

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The instructions recommended within this document apply to normal risk conditions. If the Terazzo Sander is to be operated in a dangerous or hostile environment, the user/client is responsible for conducting an appropriate risk analysis and applying suitable controls to mitigate those additional risks.

This instruction should be read in conjunction with the Risk Assessment.

GENERAL SAFETY

- Wear safety footwear, safety gloves, hearing protection, eye protection and Hi-Vis jacket) and dust mask where there is excessive dust present
- The Terazzo Sander can only be operated if it is in a safe and sound operating condition and by a competent operator.
- Terazzo Sander activity must remain in a barricaded area at all times
- Avoid operating on excessive slopes
- Ensure adequate fresh air is available if operating in an enclosed area
- **KEEP ELECTRIC CABLE AWAY FROM ROTATING GRINDING WHEEL**
- **DO NOT USE MACHINE IF THERE IS ANY DAMAGE TO ELECTRIC CABLE OR SWITCH**

TRANSPORT OF TERAZZO SANDER

- Ensure unit is firmly tied down on transport vehicle without damaging machine
- Lift machine at provided lifting bar

OPERATING CONDITIONS

- Check condition of electric cable and switch
- Check that electric power has safety overload protection
- **DO NOT OPERATE UNIT IF ANY OF THE ABOVE IS FAULTY**
- Ensure no slip/trip hazards are present in work area
- Attach dust skirt if necessary
- Make sure electric cable is kept well away from grinding head
- Switch power on
- Lower grinding head carefully
- Adjust grinding head height as grinding stones wear
- **USE BOTH HANDS AT ALL TIMES**
- **NEVER LEAVE MACHINE RUNNING WHILE UNATTENDED**

SHUT DOWN PROCEDURE

- Turn off electric switch
- Raise grinding head before moving away from finished work

INSPECTION AND MAINTENANCE

- Inspect electric cable, switch and motor for damage
- Inspect grinding head stones for wear and damage

The above instructions must be followed at all times. If any of the instructions are not possible, contact the site supervisor for an assessment of any safety requirements.

Terazzo Sander Risk Assessment

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Likely Risk Issue	Who/ What may be harmed? (Specific Persons)	What is the Rate Level? (Rate risk as Low, Medium or High)	What Risk Control Actions Needs to Be Taken? (What needs to be considered so that the risks are identified and effectively controlled)	Time Frame
Operating Risks	Operator Spectators	Severity of Risk (S)- 2 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 4 MEDIUM	<ul style="list-style-type: none"> • Electric cable to be kept well away from grinding head • Operator to ensure electric cable and switch are not damaged • Machine not to be left unattended especially when still running • Operator to use both hands when machine is operating • Operator to switch off machine after use • Hearing protection, gloves, safety glasses, safety footwear and Hi-Vis shirt to be worn • Dust mask to be worn if excessive dust observed or in an enclosed area • Use dust skirt to avoid excessive dust exposure <ul style="list-style-type: none"> • Avoid using machine on severe sloping ground 	Every hire
Transporting unit	Operator Spectator	Severity of Risk (S)- 2 Likelihood of Risk (L)- 1 Overall Risk (S x L)= 3 LOW	<ul style="list-style-type: none"> • Machine to be lifted at provided lift bar only • Machine to be firmly tied down in the upright position 	Every hire
Electric Shock	Operator Spectator	Severity of Risk (S)- 2 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 6 MEDIUM	<ul style="list-style-type: none"> • No person to handle faulty electric cable or switch • Operating in barricaded area to reduce risk to other persons • Machine to be switched off when not in use • Safety gloves to be worn 	Every hire
Slips, trips and falls	Operator Spectators	Severity of Risk (S)- 2 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 6 MEDIUM	<ul style="list-style-type: none"> • Wear safety footwear • Remove obstacles from operating area • Use extreme care in wet conditions • Take care when walking backwards with the machine 	Every hire
Noise and dust	Operator Spectators	Severity of Risk (S)- 2 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 4 MEDIUM	<ul style="list-style-type: none"> • Wear hearing protection • Ensure abundant fresh air is available in enclosed work spaces • Wear appropriate mask if work area is dusty 	Every hire

Calculation of Risk Evaluation

Severity of Risk (S) is judged by evaluating the effects of the hazard if the risk occurs. This is evaluated as Minor = 1, Major = 2, Serious = 3

Risk Likelihood (L) - The likelihood of the harm occurring is evaluated on the basis of: Unlikely =1, Possible = 2, Likely = 3

Overall Risk is calculated by multiplying the figure for Severity (S) and Likelihood (L).

The overall risk figure calculated is related to the Risk Level of either Low: 1 to 3; Medium: 4 to 6 or High: 7 to 9

NB This is a generic risk assessment only. It is advisable to carry out a site-specific assessment prior to using this equipment.