



Safety Rules: Bench Grinder Operation

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1

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Purpose

This document outlines the rules for the safe operation of small bench grinders.

Scope

This document applies to all authorised maintenance workers, deemed competent by their supervisor.

Training

Supervisors shall arrange for maintenance workers to be trained in the safe and correct operation by a person experienced in bench grinder usage and with reference to the Manufacturer's Instruction booklet.

Rules

1. Operators **must follow the operating procedures outlined in the Manufacturer's instruction booklet.** The Manufacturer's Instructions must be kept with the equipment.
2. PPE to be worn: Safety glasses or full-face shield, safety boots, hearing protection.
3. All long sleeves and loose clothing to be secured before use.
4. Long hair to be secured back in ponytail or hair net.
5. Make visual inspection that guards are in place and secure and in good condition.
6. Make visual inspection of grinding wheels for deep grooves, concentricity, cracks or breaks. The equipment must not be used if excessive wear is found until the wheel has been replaced. Tag the equipment "out of service".
Advise mechanical fitters of any faults.
7. Tool rest to be adjusted close to wheel, approximately 3mm, but not touching.
8. Allow grinding wheel to reach full speed before commencing grinding.
9. Use vice-grips to hold small pieces that cannot be held firmly by hand.
10. Keep hands clear of grinding wheel while in operation.
11. Use appropriate manual handling techniques – do not bend and twist the back, use the legs. Take regular rest breaks. Remember, vibration can also cause manual handling injuries.