

# Auto Shop Grinder Operations – Safe Work Procedure

**Purpose:** To provide SD 61 staff, with a list of procedures to ensure they are protected against potential hazards associated with Auto Shop Grinder Operations.

**Hazards:** Working with lubricants, flammable liquids, potential ignition sources, vapors, and other potential inhalation hazards inherent to the Auto Working processes. Hazards include pinch, crush, puncture, inhalation and struck by strain/sprain.

**WARNING: DO NOT use this machine unless you have been trained in its safe use and operation. Failure to comply could result in severe injury.**

## **General Safety**

- Never start work without proper authorization & training.
- **Personal Protective Equipment (PPE):** eye protection, including face shield **and** protective glasses or goggles, hearing protection (when equipment is in use) and long pants. Hearing protection can include earmuffs or ear plugs based on the sound level. Respiratory protection may be required depending on material being grinded, please review SDS of material to determine respiratory requirement.
- Tie back hair, no loose clothing and no jewelry should be worn.

## **Before AUTO SHOP GRINDER OPERATIONS**

- Ensure workspaces, table, and walkways are free and clear of clutter and debris.
- All grinders are required to be secured to a solid surface.
- Make sure guards are present, installed and working.
- Tool rests should be adjusted to within 1/8 in. of the wheels
- Locate and be aware of the operation of the ON/OFF switch or E-stop.
- Disconnect power supply before changing or adjusting tools and equipment.
- Make sure the guards operate as required.
- Remove all adjusting keys, wrenches and tools used in the setup from the work area.
- Follow correct clamping procedures to ensure work is secure.

## **During AUTO SHOP GRINDER OPERATIONS**

- Stand to one side of the grinder until the wheel reaches operating speed.
- Keep all covers and guards on the machine when it is on and in operation.
- Keep hands away from all rotating parts of the grinder.
- Allow motor to reach full speed before starting the grinding processes.
- If you need to stop grinding, hold the material firmly and shut down the grinder.
- Do not leave machine running while unattended.
- Shut OFF the power supply to the motor and allow rotation to stop before mounting/removing accessories.

## **After AUTO SHOP GRINDER OPERATIONS have been completed**

- Collect all waste/debris and place in appropriate containers.
- Inspect equipment to ensure no damage has occurred, guards and other devices are in good condition and in place. Record any damage as per the Technology Education Safety Manual.
- If equipment is damaged or inoperable follow lockout procedures.