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| **ZOHO580X260** **ABN:** 12 345 678 910 **ACN:** 123 456 789**Address:** Your Company Address **PH:** Your Company Phone |
| SAFE WORK PROCEDURE (SWP) |
| **Site and Address:** | Page: 1 of 6 |
| WORK ACTIVITY: Angle Grinder | **Overall Risk Rating After Controls** | **4 A**cute | 3 H**igh** |
| **2 M**oderate | 1 L**ow** |
| Important Notes:  |
| **Check local government standards, codes of practice, regulations and legislation for any training requirements before use.****Apprentices and Trainee Personnel are usually permitted to operate certain machinery and equipment provided they are guided and supervised by an experienced and qualified person, while also recording the hours of use in an approved log book.****WorkCover National Certificates of Competency are nationally recognised and these specific certificates do not have to be changed over to work interstate.****1. This equipment is NOT to be used unless you have been fully trained by a competent person.****2. When using angle grinders, suitable personal equipment must be worn for protection.** **3. For angle grinders operated with electricity, always use a safety switch and/or a residual current device (RCD).** | Insert a photo of your machine, or any photos relating to the task that can be a good visual aid for the task being performed here: Angle Grinder |

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| **Task Steps** | **Potential Hazards/Risks of Each Step** | **RB** | **Control Measures – Steps to Follow** | **RA** | **Safety Checks & PPE**  |
|  | **Risk Rating** before **controls Risk Rating** after **controls** |
| 1. Pre-start Checks | Electric ShockFlying objects |  | Check the casing for any damages, missing screws and cracks.Check the plug and lead wire for damage; make sure the current test tag is attached. Make sure all controls operate properly.Inspect the disc for uneven or excessive wear, damage or cracks.Check if the disc being used is suitable for the work. (Note - an angle grinder must not use fibre cut off wheels).The guard must be fitted tightly and should not be loose.All grips and handles must be fitted securely and should not be loose. |  | If you locate any damage, out of test or missing parts, arrange for repairs straightaway - DO NOT USE THE MACHINE. Replace the inappropriate or the faulty disc with the right disc suited to the task and the machine. (Refer below)NEVER EVER use a machine without suitable guards. |
| 2. Replacing Discs | Moving partsCuts and/or abrasion injury to hand Foreign body in eye |  | Before starting on maintenance, unplug the machine.For carrying out any maintenance, the machine must always be placed on a stable and firm surface such as a bench.Loosen the spindle nut using the correct tools / spanners supplied.Clean the backing plate, spindle and guard using a brush.Check the backing plate is able to sit flush and the spindle thread is undamaged.Ensure the replacement disc is compatible, is of the right type for grinding the material, has the proper matching speed, the right hole diameter for the spindle, and the right outer diameter.After mounting the disc, washers and nut in the proper order, use the right tools/spanners to tighten firmly. |  | Whenever handling sharp or rough parts, protect your hands by wearing leather gloves.When cleaning with compressed air wear eye protection.Never use a disc which is incompatible, or does not meet the requirements listed in the left column.Ensure all surfaces are clean.The nut must never be over tightened. |
| 3. Work area preparation | Tripping, slipping and fallingFire (ignition at source)Flying particlesFalling objects |  | The person using the power tool must have a good foothold, and the work table must be free of debris and rubbish.There must be no readily ignited material or flammable liquids in the work area, or ensure they are covered to protect from sparks when grinding.Observe restrictions. Sparks must be prevented from affecting or entering adjacent areas of work. Restrict the area where grinding is being carried out.The work piece must be secure and must have no accidental movement when being worked upon. |  | Sweep the floor of the work area to keep it clear of debris and rubbish.Ensure the presence of suitable fire extinguishers.Cover with fire blankets.Prevent with the use of welding curtains or similar.Prevent entry to restricted area by using barricades.Type 1 footwear must be used. |
| 4. Operation | Flying particlesForeign body in eyeNoiseDustVibration |  | Always grind in a manner that directs the sparks away from your body.Never direct the sparks towards another person.Wear eye protection to avoid getting debris and dust in the eye.Use additional protection to eyes and face when working in restricted areas where the sparks can get reflected back towards the user.Loud noise can be a hazard, especially in restricted or closed areas. Provide adequate ventilation for areas where grinding of rusted surfaces or previously painted surfaces, and where dust may be generated because of the process of grinding. Grinding of uneven surfaces may cause the grinder to move or vibrate in hands.For excessive vibration, switch off the grinder and check the disc for signs of damage. |  | Always use protective clothing such as trousers, long sleeves, overalls and apron.Advisable to use safety goggles.Use face shield together with other eye protections.It is essential to wear hearing protection.It is essential to wear a respirator or a suitable mask to filter particulate dust. Gauntlets or heavy gloves can be used to reduce the effects of vibration. |

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| References: |  |
| Code of PracticeAS/NZS 60745.2.3:2011 | Managing the Risk of Plant at Workplace Code of PracticeManaging Electrical Risks in the WorkplaceHand-held Motor-operated Electric Tools- Particular requirements for grinders, polishers and disk-type sanders |

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| **PERSONAL PROTECTIVE EQUIPMENT** |
| Personal Protective Equipment Requirements |
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| **Foot Protection** | **Hearing Protection** | **Protective Clothing** | **Head Protection** | **Eye Protection** | **Hand Protection** | **Respirator Protection** |  |
| C:\Users\Virtual\Desktop\Safety PPE Signs\Boots.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Ear Goggles.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Apron.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Hard Hat.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Eye Goggles.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Gloves.png | Respirator |  |

**PPE Notes:**The above PPE Requirements are the minimum requirements for all personnel involved in this task. Be sure to conduct a Risk Assessment for other factors that may influence the work environment such as Temperatures – Hot/Cold, Working in the Sun, Night Work etc. Be sure that all PPE used is approved by Australian Standards. |
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| **SIGNATURE AND ACKNOWLEDGEMENT** |
| **Employee / Contractors Name** | **Employee/Contractor Position** | **Today’s Date** | **Signature** |
| **RESPONSIBLE PERSON/S** |  |  |  |
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By signing this form I acknowledge the Safe Work Procedure supplied and understand its contents. I have raised any questions that require any clarification with my supervisor.

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Acquiring or creating & implementing an WHS System can greatly reduce the risks which are associated with your business, however having a complete WHS System does not 100% insulate a business from accidents or injuries in a workplace, and it does not guarantee that a Compensation Claim won’t be filed, however it significantly reduces the probability or likelihood by creating, adjusting and refining your systems as much as possible and ensuring that staff follow them.

The documents provided by Blue Safe Online Pty Ltd are designed to help the employers’ awareness to safety in the workplace, and helping them with the first step to meeting their legislative obligations as an employer. Not only this, but it also creates an awareness for the employee in helping them be aware of their legislative obligations in the workplace, by taking responsibility for their actions, be ‘Safety Minded’ and helping the employer to create and maintain a safe workplace which also significantly reduces the possibilities and risks of an injury while at work.

The obligation rests with the employer to ensure that all systems in the workplace are applicable, practical and safe for their employees while ate work.

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