ST. FRANCIS XAVIER
UNIVERSITY

Hazards	exposure to dust
Tools/Equipment	
Employee Group(s)	Facilities Management - Carpentry

Required PPE:

Safety Shoes	Ear Protection	Eye Protection	Respirator

SAFE WORK PRACTICE

- Do not perform the procedure or operate the equipment until you have been appropriately trained and authorized to do so by your supervisor.
- Inspect required personal protective equipment (PPE) and replace if required.
- Do not wear loose clothing, dangling jewelry, etc.

PROCEDURES

1. Before plugging in portable sander, be sure the switch is turned "OFF".
2. Be aware where the cord is in relation to your work. Do not use sander in damp location. When adjusting the track on the portable sander, be sure the sander is supported and positioned to avoid contact with operator.
3. The sander should always be used away from the body.
4. Keep fingers away from moving belt or disks.
5. Do not force a portable sander. Weight of sander is enough force for the job.
6. Do not expose a portable sander to liquids.
7. Use a brush to clean away debris from the sanding machines.
8. Do not leave the machine running when not in use.
9. Make sure the sanding machine travels in the correct direction. Arrows on the back of the belt indicate the direction.
10. Keep work area free of debris.
11. Make sure the sanding belt tracks properly.
12. On the disk sander, use only the side of the disk that travels downward.
13. Whenever possible, use the table to support the work.
14. Check that sander does not have torn belts or ripped disks.
15. Whenever possible, use jigs or fixtures to hold workpiece.

NOTE: All PPE, tools and equipment shall be used in accordance with provincial OH&S legislation, manufacturer's specifications, applicable standards and codes of practice.