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| **PPE** | **STEPS FOR SAFE OPERATION****PLAN THE JOB**: Inspect site, checking it is safe and clear area of any obstructing material or debris (Risk Assessment/JSA), if required isolate work area from other workers or members of public.**PRE-CHECK EQUIPMENT** (including PPE): Familiarise yourself with the equipment. Check guarding is in place, filters clean, & dust collection system working properly. Wear suitable respirator for the task – seal check; fully enclosed non-slip shoes or boots. No loose clothing that could get caught in moving parts. **ELECTRICAL**: Make sure the extension lead is heavy enough to take the current required. **DIESEL** OPERATED: Pre-check fuel levels.**START UP**: Listen for unusual noises or vibrations – turn off straight away if it doesn’t sound or feel right. **POSTURE**: While you're working, maintain a balanced position and keep a firm grip on the handles. Don't over-reach or work at an awkward angle. Keep your hands & feet away from moving parts at all times. Use legs to move machine – do not force by using arms & shoulders only.**SHUTTING DOWN**: Unplug from power source or if diesel powered, turn off the fuel line or isolate it, as recommended by Manufacturer.**CLEAN UP**: Ensure all debris is removed prior to leaving site. Do not dry sweep. Take care any dusty clothing does not contaminate vehicles or other areas outside the worksite. Remove any built up dust or residue from underside of grinder guard. | **LEGISLATION**Health & Safety At Work Act 2015AS/NZS1269Noise ManagementAS/NZS Respiratory DevicesAS/NZS 3760AS/NZS 3012Electrical RegulationsManufacturers ManualWorkSafe’s Safe Use of Machinery Guidelines |
| **RISK FACTORS:*** WORK AREA Inadequate lighting or ventilation. Weather conditions.
* NOISE produced during the grinding process.
* Possible HEALTH HAZARD from dust/particles/fumes.
* CONTACT with rotating wheel.
* FRAGMENTS from wheel bursting or during grinding process.
* HOT FRAGMENTS could cause fire.
* Exposure to VIBRATION.
* MANUAL HANDLING.
* OPERATOR unfamiliar or untrained. Poor POSTURE.
* EQUIPMENT FAULTS badly adjusted tool rest, electrical or mechanical fault.
 | **REDUCING THE RISK:*** Pre-check work area and correct any problems including housekeeping.
* Restricted Work Area, Maintenance of Machine, Wear PPE.
* Keep grinder in good condition (clean & maintained), dust extraction/ vacuum – ensure pressure is maintained. Wear PPE - Respirator.
* Never operate without guarding in place. Disconnect when not in use, before servicing & when changing accessories.
* Maintain a safe distance from other workers. Guarding in place. Wear PPE.
* If possible remove flammable materials or debris. Extinguisher nearby.
* Break up times of continuous use. Maintain equipment. Minimum firm grip.
* Use good lifting practices & get an off-sider if you need extra help.
* Training. Keep good footing & maintain good balance.
* Inspection & maintenance – keep clean, follow instructions from Manufacturers Manual. Test & Tag current. Lock Out Tag Out Procedure.
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| **Follow good personal hygiene practices - this includes: not eating, drinking or smoking in dusty areas;** **washing your face and hands before eating, drinking or smoking outside dusty areas** |

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| **ACKNOWLEDGEMENT****Declaration**:I, the undersigned, acknowledge and confirm I am trained and competent and I understand the safe processes associated with this activity. I will comply with this Procedure at all times. NAME (print): DATE: SIGNATURE: FACILITATOR/TRAINER (print name): DATE: SIGNATURE: NOTE: This SOP is not an exhaustive list of risks involved with concrete grinding but aims to highlight the key risk factors identified by Management and Workers. |