

Number:	OH&S 18.16.1
Revision Date:	04.04.2014
Gallant Roto-Belt Sander Safety	

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1. **PURPOSE**





1.1. To provide operational and safety guidelines on the use of the Gallant Rotobelt Sander located in the Trades compound at Thompson Rivers University

2. **SCOPE**


2.1. This procedure applies to all Instructors and Students when on TRU property.





3. **PRECAUTIONS**

POTENTIAL HEALTH & SAFETY HAZARDS

HAZARD		TO PROTECT YOURSELF
PINCH POINTS There are gears and exposed moving parts on machinery.		Use LOCK-OUT procedures when performing maintenance or conducting any work within 12" of an exposed pinch point. NEVER put your hands or feet near an exposed pinch point or gears!
ELECTRICAL HAZARD		Do not attempt to service electrical wires. Consult TRU Facilities Department.
HIGH SOUND LEVELS Sound levels exceed 85 dB		HEARING PROTECTION is required when working in designated areas.
FOOT INJURY		Approved protective footwear is needed when there is the risk of foot injury due to slipping, uneven terrain, abrasion, crushing potential, temperature extremes, corrosive substances, puncture hazards, electrical shock and any other recognizable hazard

4. **PERSONAL PROTECTIVE EQUIPMENT**

	Safety glasses must be worn at all times in work area!
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	<p>Work Boots must be worn at all times when working in an area where there is risk of serious foot injury due materials falling onto the foot.</p>
	<p>Work Gloves should be worn when there is a risk of hand injury during the course of work tasks.</p>
	<p>Hard hats must be worn when working in an environment where there is a risk of objects falling from above or where there is a high risk of striking your head on objects.</p>
	<p>Close fitting clothing or protective clothing must be worn.</p>

5. PROCEDURES

Before anyone operates this or any other equipment it is the responsibility of the Supervisor or Instructor to instruct the operator or students on its safe operation.



5.1. Operating Procedures

- 1) When operation this machine, always wear safety glasses and face shield, tight fitting gloves and clothing.
- 2) Long hair should be tied back so it will not get it caught in any moving parts.

- 3) Persons using the rotobelt machine must be thoroughly trained in its operation, as it is impossible to guard the operation completely.
- 4) Remove any flammable objects from the work area.
- 5) Remove any tools or parts you are not working with that may get in the way.
- 6) Only use the correct size belts.
- 7) Check sanding belt for damage prior to startup.
- 8) On initial startup, stand to the side; also stand to the side when performing your job.
- 9) NEVER operate above the equator/center of the wheel
- 10) When working with small parts always use a tool such as vice grips to hold the work piece securely.
- 11) Let wheel stop naturally, do not apply pressure to stop wheel
- 12) NEVER operate under the influence of drugs or alcohol.
- 13) LOCKOUT machine when changing belts or doing any type of maintenance.

6. RECORDS/VERIFICATION OF UNDERSTANDING

6.1. Records

6.1.1 Records shall be maintained of all repairs that were completed on the Roto-Belt Sanders

6.2. Verification of Understanding

6.2.1. A training master log will be maintained by Instructors of all students who have been successfully trained in the safe operation of the Roto-Belt Sander.

6.2.2.

7. SUMMARY OF CHANGES

Revision #	Date	Change (include section #)	Issued By
1	04.04.2014	NEW	OHS Officer