LABORATORY SAFETY SOP SECTION 2 TEMPLATE

This document is used in conjunction with the Laboratory Safety SOP Template.

This document is meant as a plug-and-play tool. If you have the particular equipment you can take this already made document and tailor it. Then input it into the your main Laboratory Safety SOP

Don’t forget to edit the header for your lab.

Anything highlighted in yellow is for guidance to develop this SOP and needs to be deleted when finished.

SECTION 2: BELT / DISC SANDER PROCEDURES

**BELT / DISC SANDER PROCEDURES:**

* Mounting A Belt or Disc:
  + Unplug machine.
  + Ensure all manufacturer manuals and supplier directions are followed.
* Pre-Operation:
  + Refer to General Industrial Machine Safety Policy and Manufacturer’s Manual
  + DO NOT USE without proper hand’s-on-training
  + Confirm it is permanently and securely mounted or has approved rubber feet.
  + All safety guards in place.
  + The belt or disc is appropriate for the task.
  + Closely inspect belt or disc and machine for defects.
  + Adjustments are never made while in motion!
  + Worktable kept adjusted 1/16-inch or less to the belt or disc and tightly secured.
  + Use vacuum or dust collection device to prevent excessive dust.
  + Ensure adequate ventilation in room.
  + Wear appropriate PPE: Safety Goggles, Face Shield and potentially mask or respirator.
* Operation:
  + Use two hands to control workpiece.
  + ALWAYS hold the workpiece firmly on the table.
  + ONLY sand on downward side.
  + DO NOT sand workpieces that are too small to be safely supported.
  + DO NOT USE if there are unusual noises or evidence of misalignment. Turn off and investigate issues before resuming.
  + Use smooth, slow fluid motions.
  + Increase sanding force gradually.
  + Use entire abrasive area when sanding to ensure even wear of belts or discs.
  + Keep fingers and hands 2 inches away from belt or disc.
  + NEVER walk away from a grinder that is still in motion.
  + Turn off when the task is completed and wait until it comes to a complete stop.
  + NEVER stick an object into the belt or disc to stop the sander more quickly.
* Post-Operation:
  + Clean-up area.

**REQUIRED TRAINING:**

- BioRaft UTSA Level Safety Training: General Industrial Safety Training for Research Spaces

- Lab Specific Training conducted by PI or competent person

**REQUIRED PPE:**

Safety Goggles

Face Shield

Long Sleeve Shirt

Full Length Pants

Close-Toed Shoes

A dust mask or respirator, if necessary

**HAZARDS and/or RISKS:**

Pinch Points

Pull-in Points

Potential for material to be thrown

Sparks

Abrasion

**SPILL and/or EVACUATION PROCEDURES:**

No spill plan needed

No evacuation procedures necessary (medical aid may be needed though)