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: MACHINE GRINDER PROCEDURES

**MACHINE GRINDER PROCEDURES:**

* Pre-Operation:
  + Refer to General Industrial Machine Safety Policy and Manufacturer’s Manual
  + DO NOT USE without proper hand’s-on-training
  + Confirm grinder is permanently and securely mounted.
  + All safety guards in place.
  + The wheel is appropriate for the task.
  + Closely inspect wheels and machine for defects.
  + Work rests and tongue guard adjustments are never made while wheel is in motion!
  + Work rests kept adjusted 1/8-inch or less of the wheel and tightly secured.
  + Upper tongue guard kept adjusted to ¼-inch or less and tightly secured.
  + Grinder eye-shields are used.
  + Wear appropriate PPE: Safety Goggles and Face Shield
* Mounting A Wheel:
  + Unplug machine.
  + Perform a ring test before mounting.
  + Ensure all manufacturer manuals and supplier directions are followed.
* Operation:
  + Stand to the side when turning on grinder until it reaches maximum operating speeds.
  + DO NOT USE if there is vibrations or unusual noises. Turn off and investigate issues before resuming.
  + ONLY USE THE FACE of the wheel, NEVER the side.
  + Bring work into contact with the grinding wheel slowly and smoothly, applying gradual pressure to allow wheel to warm-up evenly.
  + NEVER walk away from a grinder that is still in motion.
  + Turn off grinder when the task is completed and wait until wheel comes to a complete stop.
  + NEVER stick an object into the wheel to stop the grinder 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

**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 or evacuation procedure needed (medical aid may be needed though)