



## SAFE OPERATING PROCEDURE (SOP)

### Buffing Machine

**DO NOT** use this tool unless appropriately instructed in its safe use and operation and permission to operate has been given.

#### COMPULSORY PPE



#### Pre-Operational Safety Checks

1. Check workspaces and walkways to ensure no slip/trip hazards are present.
2. Locate and ensure you are familiar with the operations of the ON/OFF starter.
3. Both ends of the machine spindle must be covered at all times.
4. Use appropriate mop type and polishing compound for the task.
5. Faulty equipment must not be used. Immediately report suspect equipment.

#### Operational Safety Checks

1. Never leave the machine running unattended.
2. Do not bend down near machine whilst it is running.
3. Use the front of the wheel only.
4. Work only below the centre of the spindle.
5. Small work must be securely supported with a wooden backing.
6. Work should be held so that edges cannot catch.

#### Housekeeping

1. Switch off the machine.
2. Leave the machine in a safe, clean and tidy state.

#### Potential Hazards

1. Work can be snatched if improperly presented to buff
2. Hair or clothing entanglement in moving machine parts.
3. Eye injuries.

#### Forbidden

1. Holding work with gloves, apron, material or clothing
2. Working on the side of the mop.

| Procedure Reference | Version | Effective Date | Review Date | Page Number | Date Printed |
|---------------------|---------|----------------|-------------|-------------|--------------|
| Buffing Machine-SOP | V1      | 1/09/2019      | 1/09/2022   | 1           | 2/09/19      |

## **SPECIAL NOTES**

No personnel are to use this equipment prior to obtaining:

- Competency in the correct use of the equipment
- Reading and fully understanding the operator's manual – can be located in the Recopak Manuals Draw (marked on Recopak Map)
- Reading the standard operating procedure
- Undergoing through practical training while properly supervised
- Supervisors to ensure SOP's are signed off

**This SOP does not necessarily cover all possible hazards associated with this equipment or procedure and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to use.**

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