### Standard Operating Procedure

**Task:** Linisher/Grinder (Pedestal)

**SOP No:** VA38

**Version:** 1

**Date:** February 2008

**Dept/Div/School:** SVPA

**Supervisor/Manager:** COURSE COORDINATOR

**Other Contacts:** LECTURING / TECHNICAL STAFF

#### Hazards:

- Electric rotating grinder/linishing belt.
- Respiratory damage, Eye damage, Hand and finger damage, Fire hazard.

#### Protective Equipment and Emergency Equipment

- Respiratory protection, Eye goggles, Protective footwear, Apron.
- First Aid Kit
- Fire extinguisher

#### Before You Start

Ensure area is clean and free from trip hazards. Safety equipment must be worn!

#### Always

Hold work safely – always ask for help if you are unsure of the procedure!

#### Job Steps

- Ensure workspace is clean and appropriate safety gear/clothing is worn.
- Ensure material to be linished/ground is correct size/shape and can be held safely during operation.
- Have water nearby for quenching hot material during process.
- Watch for pinch points.
- Apply firm and even pressure without forcing material into the cutting surface.

#### When You Finish

Clean area thoroughly, sweep floor, wipe surfaces and return all equipment. Isolate machine.
OHS Consultation and Approval

(Ensure this section is completed and copied onto rear of SOP)

OHS Consultation

(Completion Instructions)
Print names and enter signatures and dates to certify that the persons named in this section have been consulted in relation to the development of this Standard Operating Procedure. Note that the OHS Representative (OHS Committee) certifies that consultation has taken place, and may not be involved in the original consultation.

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<tr>
<th>Position</th>
<th>Name</th>
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<td>Manager/ Supervisor</td>
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<td>Second employee using SOP (if applicable)</td>
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<td>OHS Representative (OHS Committee)</td>
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SOP Approval

*Name Authorising (Printed):* …………………………………………………………………………………………………

*Signature:* …………………………………………………………*Date:* …………………………………