**TASK:** Operating a Portable Sander

**HAZARDS:**
- Respiratory hazard.
- Eye damage.
- Slips and falls.

**PROTECTIVE EQUIPMENT AND EMERGENCY EQUIPMENT**
- Respiratory protection ie respirator, dust mask.
- Eye protection.

**BEFORE YOU START**
- Ensure the area is clean and free from trip hazards.
- Inspect cable and plug for damage.
- Ensure that dust removal attachment is working, if fitted.

**NEVER........................**
- Use tool without respiratory and eye protection. Leave tool with the power on or set down whilst still running.

**JOB STEPS**
- Ensure the on-off switch works normally.
- Select correct grade of sanding paper to suit the job.
- Don respiratory and eye protection and check dust remover is working, if fitted.
- Use firm, forward pressure without overloading the tool.
- Allow sander to stop before putting down.

**WHEN YOU FINISH**
- Remove plug from power source. Ensure area is left clean.
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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<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Manager/ Supervisor</td>
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<td>First employee using SOP</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:_ .................................