**TASK:** Polishing Machinery

**HAZARDS:**
- High speed rotational machine.
- Eye and Finger damage. Respiratory damage.
- Loose clothing/accessory risk.

**PROTECTIVE EQUIPMENT AND EMERGENCY EQUIPMENT**
- Safety glasses, dusk mask, apron.
- First Aid Kit

**BEFORE YOU START**
Ensure all loose clothing and accessories are removed/secure.

**ALWAYS....................**
Hold work securely against polishing wheel!

**JOB STEPS**
- Ensure safety equipment is worn.
- Hold material firmly and safely.
- Ensure extraction is turned on.
- Apply firm and even pressure during polishing process. Ensure that the correct lubricant/polish compound is used on the correct mop. Compound does not need to be applied every time mop is used.

**WHEN YOU FINISH**
Switch off machine (including extractors). Ensure workspace is clean and all equipment is put away.
## 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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<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:* ................................................