

Safe Work Procedure: Using a Grinder (Bench, Fixed)

Department/Area:	Approved by:	Date Created:	Review/Revision Date:
Maintenance	Workplace Safety and Health Committee	Nov. 15, 2023	Annually

Potential Hazard	Risk level
Awkward/sustained postures - holding parts	Medium
Forceful exertions - holding against grinder/brush	Medium
Vibration - (hand arm) part against grinder	Low
Sharp points/edges - grinder wheels, brush	Medium
Extreme heat - burns from hot parts	Low

Risk control devices, personal protective equipment, and other safety considerations	Training/Reference info
<ul style="list-style-type: none"> • Gloves • Safety footwear • Eye protection/face shield • Hearing protection • Secure loose clothing, hair, drawstrings from hoods, etc., that could become entangled in the tool 	<ul style="list-style-type: none"> • Injury prevention orientation • On-the-Job training • Operations manual

Note: Common signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

The direct supervisor must ensure that employees who report to him/her are trained and follow this safe work procedure.

Steps to complete this task safely:

- Only use the grinder in a manner specified by the operational instructions, and always ensure the guards are in place.
- Pre-inspect grinder to ensure switches, cords, grinding stone, or brush are in good working order. If there is damage or excessive wear and tear, do not use the grinder and inform a supervisor.
- Ensure the tool rest is not below the horizontal centre line and no more than 3 mm from the face of the wheel.
- Hold the part firmly, but do not apply excessive force with the tool/part against the grinder.

- Do not try to hold parts that are too small so that there is a risk that your fingers may contact the grinding wheel. Attach and secure the part to be grinded to another tool or extender such as vice grips.
- Do not grind against the side of the wheel.
- The grinding wheel's shape and wear must be maintained as per manufacturer's specifications.
- For repetitive or long-lasting tasks, take micro-breaks or change tasks or positions to reduce stress on the same muscles.
- Always turn off the grinder and unplug it/lock it out before performing adjustments, maintenance or repairs.