STANDARD OPERATING PROCEDURE

BENCH & PEDESTAL GRINDERS

<table>
<thead>
<tr>
<th>Safety glasses and faceshield must be worn when in operation</th>
<th>Hearing protection must be worn when in operation</th>
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</thead>
<tbody>
<tr>
<td>Safety shoes/boots must be worn</td>
<td>Rings, jewelry or gloves must not be worn. Long &amp; loose hair must be contained. Roll up long sleeves</td>
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Pre-Operational Checks

- Ensure grinder is firmly secured to the bench or floor. Inspect grinder for damage. Check moving parts and alignment. Replace or repair any damaged parts.

  **NOTE: Remove power to grinder before performing any maintenance.**

- Inspect grinding wheel for cracks, splits or other damage. If damaged, replace immediately. When replacing the wheel, perform a ring test/tap test to ensure the wheel has no voids in it. If it produces a clear ringing sound, continue with use. Do not use if a dull sound is produced.

- Ensure work rest, eye shields and that the wheel, tongue and spindle guards are in place and secured.

- If necessary, adjust the work rest so that it is no further than \( \frac{1}{8} \)” away from the wheel and the tongue guard is no further than \( \frac{1}{4} \)” from the wheel.

- Take faulty equipment out of service.

Operational Safety

- Stand to the side of the grinder prior to start up.

- Allow wheels to gain maximum speed before grinding begins.

- Never use a wheel that vibrates.

- Bring work piece with contact to wheel slowly and avoid impact or bumping motions.

- Move work piece back and forth across the face of the wheel only.

- Never force work piece against wheel.

- Do not hold small objects by hand.

- Do not leaving running grinder unattended.

- When finished, let the wheel come to a stop naturally. Do not try to stop it with any object.