



# General Machinery Safety Instructions

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Machinery House  
requires you to read this entire Manual before using this machine.

**1. Read the entire Manual before starting machinery.** Machinery may cause serious injury if not correctly used.

**2. Always use correct hearing protection when operating machinery.** Machinery noise may cause permanent hearing damage.

**3. Machinery must never be used when tired, or under the influence of drugs or alcohol.** When running machinery you must be alert at all times.

**4. Wear correct Clothing.** At all times remove all loose clothing, necklaces, rings, jewelry, etc. Long hair must be contained in a hair net. Non-slip protective footwear must be worn.

**5. Always wear correct respirators around fumes or dust when operating machinery.** Machinery fumes & dust can cause serious respiratory illness. Dust extractors must be used where applicable.

**6. Always wear correct safety glasses.** When machining you must use the correct eye protection to prevent injuring your eyes.

**7. Keep work clean and make sure you have good lighting.** Cluttered and dark shadows may cause accidents.

**8. Personnel must be properly trained or well supervised when operating machinery.** Make sure you have clear and safe understanding of the machine you are operating.

**9. Keep children and visitors away.** Make sure children and visitors are at a safe distance for your work area.

**10. Keep your workshop childproof.** Use padlocks, Turn off master power switches and remove start switch keys.

**11. Never leave machine unattended.** Turn power off and wait till machine has come to a complete stop before leaving the machine unattended.

**12. Make a safe working environment.** Do not use machine in a damp, wet area, or where flammable or noxious fumes may exist.

**13. Disconnect main power before service machine.** Make sure power switch is in the off position before re-connecting.

**14. Use the Correct Extension Lead.** Extension leads should be avoided where possible but if required,

always use an extension lead that is rated for the power requirements of your machinery. Using an incorrectly rated extension lead can lead to overheating, damage to machinery, or potential fire hazards. Ensure leads are in good condition and free of damage. Replace if faulty.

**15. Keep machine well maintained.** Keep blades sharp and clean for best and safest performance. Follow instructions when lubricating and changing accessories.

**16. Keep machine well guarded.** Make sure guards on machine are in place and are all working correctly.

**17. Do not overreach.** Keep proper footing and balance at all times.

**18. Secure workpiece.** Use clamps or a vice to hold the workpiece where practical. Keeping the workpiece secure will free up your hand to operate the machine and will protect hand from injury.

**19. Check machine over before operating.** Check machine for damaged parts, loose bolts, Keys and wrenches left on machine and any other conditions that may effect the machines operation. Repair and replace damaged parts.

**20. Use recommended accessories.** Refer to instruction manual or ask correct service officer when using accessories. The use of improper accessories may cause the risk of injury.

**21. Do not force machinery.** Work at the speed and capacity at which the machine or accessory was designed.

**22. Use correct lifting practice.** Always use the correct lifting methods when using machinery. Incorrect lifting methods can cause serious injury.

**23. Lock mobile bases.** Make sure any mobile bases are locked before using machine.

**24. Allergic reactions.** Certain metal shavings and cutting fluids may cause an allergic reaction in people and animals, especially when cutting as the fumes can be inhaled. Make sure you know what type of metal and cutting fluid you will be exposed to and how to avoid contamination.

**25. Call for help.** If at any time you experience difficulties, stop the machine and call your nearest branch service department for help.



# Belt Sander Safety Instructions

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Machinery House  
requires you to read this entire Manual before using this machine.

- 1. Maintenance.** Make sure the Belt Sander is turned off and disconnect from the main power supply and make sure all moving parts have come to a complete stop before any inspection, adjustment or maintenance is carried out.
- 2. Belt Sander Condition.** The Belt Sander must be maintained for a proper working condition. Never operate a Belt Sander that has damaged or worn parts. Scheduled routine maintenance should be performed on a scheduled basis.
- 3. Belt Condition.** Never operate a Belt Sander with a damaged or badly worn disc or belt. Replace if required.
- 4. Belt Rotation.** Be aware of the Disc and Belt rotation when sanding.
- 5. Hand Hazard.** Keep hands and fingers clear from moving parts. Serious injury can occur.
- 6. Leaving a Belt Sander Unattended.** Always turn the Belt Sander off and make sure all moving parts have come to a complete stop before leaving the Belt Sander. Do not leave the Belt Sander running unattended for any reason.
- 7. Avoiding Entanglement.** The Belt Sander guards must be used at all times. Remove loose clothing, belts, or jewelry items. Never wear gloves while machine is in operation. Tie up long hair and use the correct hair nets to avoid any entanglement with the Belt Sander moving parts.
- 8. Understand the machines controls.** Make sure you understand the use and operation of all controls.
- 9. Power outage.** In the event of a power failure during use of the Belt Sander, turn off all switches to avoid possible sudden start up once power is restored.
- 10. Work area hazards.** Keep the area around the Belt Sander clean from oil, tools, chips. Pay attention to other persons in the area and know what is going on around the area to ensure unintended accidents.
- 11. Workpiece Handling.** Never hold small workpieces with your fingers during a cut. Always support/feed the workpiece with push stick, table support, vice, or some sort of clamping fixture.
- 12. Hearing protection and hazards.** Always wear hearing protection as noise generated from the Belt Sander and workpiece vibration can cause permanent hearing loss over time.
- 13. Dust hazards.** Always wear dust mask or respirator and eye protection when sanding. Use a dust collector as well to keep dust to a minimum.
- 14. Feeding material.** Always feed material evenly and smoothly against the direction of rotation. Never use excessive force when sanding or serious injury can occur.
- 15. Job Material.** Check material prior to sanding for nails, staple and other objects that make cause any danger when sanding.
- 16. Starting position/speed.** Never turn the Belt Sander on when the workpiece is resting on the disc or belt. Allow disc and belt to reach full speed before sanding.
- 17. Disc sanding.** Keep workpiece down toward the table whilst sanding. Workpiece may cause serious injury if not held correctly.
- 18. Guards.** Do not operate a Belt Sander without the correct guards in place.
- 19. Stopping the Disc/Belt.** Do not stop or slow the Disc or Belt with your hand or workpiece. Allow the machine to stop on its own.
- 20. Wood dust may cause allergic reactions.** Make sure you know what type of dust you are exposed to as it may cause you an allergic reaction. Always wear an approved respirator.
- 21. Call for help.** If at any time you experience difficulties, stop the machine and call your nearest branch service department for help.

# PLANT SAFETY PROGRAM

## **NEW MACHINERY HAZARD IDENTIFICATION, ASSESSMENT & CONTROL**

**Belt Sander**

Developed in Co-operation Between A.W.I.S.A and Australia Chamber of Manufactures  
This program is based upon the Safe Work Australia, Code of Practice - Managing Risks of Plant in the Workplace ( WHSA 2011 No10 )

| Item No.                                                                      | Hazard Identification         | Hazard Assessment | Risk Control Strategies<br>(Recommended for Purchase / Buyer / User)                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------|-------------------------------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A                                                                             | ENTANGLEMENT                  | HIGH              | Eliminate, avoid loose clothing / Long hair etc.                                                                                                                                                                                                                                 |
| C                                                                             | CUTTING, STABBING, PUNCTURING | MEDIUM            | Isolate power to machine prior to any checks or maintenance being carried out.<br>Do not adjust or clean machine until the machine has fully stopped.                                                                                                                            |
| D                                                                             | SHEARING                      | MEDIUM            | Always keep gap between table and belt to a minimum.<br>Make sure all guard are secured shut when machine is on.                                                                                                                                                                 |
| E                                                                             | FRICTION                      | MEDIUM            | Keep hands and body clear from sanding belt.                                                                                                                                                                                                                                     |
| F                                                                             | STRIKING                      | MEDIUM            | Wear appropriate protective clothing.<br>Wear safety glasses.<br>Stand clear of moving parts on machine.<br>Remove all loose objects around moving parts.<br>Ensure belts are in good condition and at correct tension.<br>Always sand on the down stroke of the belts rotation. |
| H                                                                             | ELECTRICAL                    | MEDIUM            | All electrical enclosures should only be opened with a tool that is not to be kept with the machine.                                                                                                                                                                             |
| O                                                                             | OTHER HAZARDS, NOISE, DUST.   | LOW               | Wear hearing protection as required.<br>Must be connected to a dust extraction.                                                                                                                                                                                                  |
| Plant Safety Program to be read in conjunction with manufactures instructions |                               |                   |                                                                                                                                                                                                                                                                                  |



[www.machineryhouse.com.au](http://www.machineryhouse.com.au)



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Authorised and signed by: \_\_\_\_\_  
 Safety officer: \_\_\_\_\_  
 Manager: \_\_\_\_\_

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