SAFE OPERATING PROCEDURE  
BUFFING MACHINE

This machine can only be operated by trained and authorised people and must not be altered or modified without permission

HAZARDS

- Electric Shock
- Moving Parts
- Slips & Trips
- Hand Trap
- Entanglement

SAFE OPERATING INSTRUCTIONS

- Check workspaces and walkways to ensure no slip/trip hazards are present.
- Locate and ensure you are familiar with the operation of the ON/OFF starter.
- Both ends of the machine spindle must be covered at all times.
- Ensure the machine has been tested and has an up-to-date tag.
- Use appropriate mop type and polishing compound for the task.
- Immediately report faulty or suspect machinery to your supervisor
- Never leave the machine running unattended.
- Do not bend down near machine whilst it is running.
- Don’t wear any loose clothing and keep long hair in a net or tied up
- Use the front of the wheel only.
- Work only below the centre of the spindle.
- Small work must be securely supported with a wooden backing.
- Work should be held so that edges cannot catch.
- Refrain from wear gloves when using this machine.

HOUSEKEEPING

- Switch off the machine when not in use.
- Leave the machine in a safe, clean and tidy state.

PERSONAL PROTECTIVE EQUIPMENT

- Apron
- Covered Shoes
- Safety Glasses
- Hair Net
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