1. **Process:** Using the *Grinding Wheel*.

2. **Hazard:** Flying metal, plastic, or wood debris, rotating chuck.

3. **Personal Protective Equipment:**
   a. safety glasses and face shield (ANSI Z87.1)
   b. hearing protection (during extended periods of operation)
   c. denim apron
   d. closed-toed shoes
   e. dust mask

4. **Engineering Controls:** Make sure all guards are in place and kill switch is operational.

5. **Special Handling Procedures:**
   - **Setting up the machine:**
     a. Inspect the wheel to make sure it is not damaged (you can tap it lightly with a non-metallic object and listen for a brief ring – if there is a ring, the wheel is most likely OK, if it sounds dull/dead, do not use the wheel).
     b. Inspect the mechanism to make sure nothing, aside from your stock, will touch it, bind, or get caught on the equipment.
     c. Keep the tool rest as close to the wheel but not touching it (gap should be between 1/8” and 1/4”).
     d. If the tool rest needs to be adjusted, unplug the machine first, and then adjust it.
     e. Tie back long hair.
     f. Fold back long sleeves up to the elbow.
     g. No rings, wristwatches, bracelets, or other jewelry that could get caught in the equipment.
   - **Using the equipment:**
     a. Make sure someone else knows that you are using the drill press, is available in case of an emergency.
     b. Be alert and cautious when using the grinding wheel.
     c. Keep hands and arms well clear of rotating wheel (if you have long hair, make sure it is tied back and will not touch the rotating wheel).
     d. Gently feed the stock into the wheel, do not force it. Move it side-to-side to avoid a hot spot on the wheel.
     e. Maintain good balance (stand erect with both feet straight and slightly apart) while grinding your stock. Avoid leaning into the machine or stooping over the wheel.
   - **When done:**
     a. Perform these steps only after the equipment has been turned off, and the wheel has stopped turning.
     b. Clean up the shaving debris by using a brush or the shop vacuum to avoid potential splinters from the shavings.
     c. If repairs are necessary (if odd noise, excessive vibration, or if an unsafe condition is observed):
       a. Turn machine off.
       b. Unplug machine and install “Plug Lockout” device (give key to Lisa) and install the “Tagout” label.
       c. Do not repair it yourself.
       d. Notify Lisa Laughlin at 757-8905 or Susan Sainz at 752-4484, giving a description of what happened and your contact information.

6. **Accident Procedures:**
   a. Administer proper First Aid, a kit is available in the lobby near bottled water storage.
   b. Call 911 or if using Cell Phone (530) 752-1230 for emergency assistance.
   c. Seek medical help from Occupational Health Services (752-6051), or Cowell Student Health (752-2300), or Sutter Davis Hospital (no need to phone them before going).

7. **Prior Approval:** You may only use this equipment after:
   a. having the proper documented training and have received training from an experienced equipment operator
   b. reading this SOP (signature and date)
   c. reading the Injury Protocol (signature and date)
   d. you are wearing the proper personal protective equipment

I have received a copy and have read the Standard Operating Procedures for Grinding Wheels. I understand the importance and my responsibilities in keeping myself safe while using this equipment. I will follow safety policies and procedures and will use good judgment and common sense to protect myself and others from injury. If I have any safety-related questions, I can speak with my supervisor or Safety Coordinator.

Name and signature of Trainee: ____________________________ Date: ______________________

Name and signature of Trainer: ____________________________ Date: ______________________