


UC SANTA BARBARA Environmental Health & Safety Design, Facilities & Safety Services		Procedure No.: SS-MHA-SNDR-HH
Title: Shop Equipment Hazard Analysis & Management Form		Authorized/Approved By: John M. Seaman, EHS Industrial Safety Manager
Issue Date: 06/15/2012	Review Date: 10/05/2021	Page Number: 1 of 4

1. Hazard Management Details - General		
Shop/Equipment Item ORBITAL SANDER – HAND HELD	Make/Model No.:	Serial No.:
Department:	Work Location:	
Person(s) Conducting Hazard Analysis: JOHN M. SEAMAN <i>EHS, Industrial Safety Manager</i>		Date Conducted: June 12, 2012
Equipment Photo:	Description of Use:	Summary of Key Risks: (refer to appropriate subsections)
	A hand-held sander that vibrates in small circles, or "orbits," used for fine sanding or polishing of a work piece.	<ul style="list-style-type: none"> • Cutting and Impact • Electricity • Slips/trips/falls • Other (dust)

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2. Documentation:

Relevant Legislation/Standards	Y / N	Comments:
a. Is equipment required to be registered?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	
b. Is a user license/Certification required?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	
c. Key Reference Materials Required:	AS 1473 Guarding and safe use of woodworking machinery AS4024 Safeguarding of machinery AS/NZS 3760 In service safety inspection and testing of electrical equipment AS/NZS 60745 Hand-held motor-operated electric tools - Safety - General requirements	
Equipment Documentation	Y / N	Comments:
a. Are operator's manuals accessible?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
b. Is this a restricted use item?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
c. Does this equipment require safe use document(s)/test?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

3. Personal Protective Equipment (PPE) Required (Check the box for required PPE)

 Gloves	 Face Masks	 Eye Protection	 Face Shield	 Hearing Protection	 Safety Footwear	 Protective Clothing	 Welding Mask
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 OPTIONAL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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4. Hazard Analysis

TASK	HAZARD	CAUSE	PREVENTIVE MEASURE
a. Routine Operation	Entanglement	Long hair, loose clothing, rags, cleaning brushes and jewelry could become entangled in the moving parts of the sander.	Use aprons to restrict loose clothing. Use hair ties/nets to secure long hair. Do not wear jewelry or loose accessories when operating machine.
	Inhalation	Dust/particles generated during machine operation	Appropriate natural ventilation, use of disposable respirators
	Eye Injury	Projectiles, dust/particles, sparks	Safety glasses w/side shield, goggles, face shield
	Trauma	Projectiles, rotating parts, point of operation, ingoing nip points, flying chips and sparks	Situational awareness, PPE, protective clothing, and machine guards
	Foot Injury	Drop object on foot	Wear safety shoes/boots
	Hand Injury	Point of operation, ingoing nip points, rotating parts, flying chips/sparks	Machine guards, situational awareness
	Fire	Sparks	Appropriately placed fire extinguisher, remove all combustibles and fire hazards from work area
	Electrical Shock	Improper grounding, operation, or maintenance, damaged electrical cords	Proper grounding of frame, manufacturer's instructions strictly followed, inspect cords
b. Routine Maintenance or Repair	Trauma	Uncontrolled/unexpected start up of machine	Make sure equipment is serviced on a regular basis, tested & tagged .Use appropriate energy isolation procedures prior to beginning maintenance work
c. Shutdown and Isolate Unit	Electrical Shock/Laceration	Failure to follow Lockout/Tagout procedures	Strictly adhere to established Lockout/Tagout protocols

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Equipment Procedures/ Requirements
<ol style="list-style-type: none"> 1. Operate equipment in strict accordance with Manufacturer's instructions and in accordance with OSHA 29 CFR 1910.212 and 1910.213. 2. Only authorized users can operate equipment. 3. A mechanical or electrical power control shall be provided to make it possible for the operator to cut off power without leaving his position at the point of operation. 4. All belts, pulleys, gears, shafts shall be guarded in accordance with the specific requirements of OSHA 29 CFR 1910.219. 5. Machines designed for a fixed location shall be securely anchored to prevent walking or moving. 6. One or more methods of machine guarding shall be provided to protect the operator and other employees in the area from hazards such as those created by point of operation, ingoing nip points, rotating parts, flying chips and sparks. 7. All rotating parts shall be enclosed or guarded, except for the working portion of the sanding pad/belt. 8. Report any observed defect or safety hazard to your supervisor immediate 9. Where any object handled would possibly cause injury to feet if dropped, safety shoes will be worn. 10. Where any object handled could possibly cause cuts, punctures or abrasions to hands, appropriate gloves will be worn. (Exception: where rotating machinery presents a greater hazard of entangling gloves, they are optional with a written justification). 11. Keep hands, hair and loose clothing clear of all moving parts.