

EMPLOYEE TRAINING RECORD

TRAINING TITLE **Belt Sanders**

KEY TEACHING POINTS

DO

- Wear safety glasses or a faceshield.
- Wear a dust respirator for dusty operations if authorized.
- Disconnect power supply before changing sanding belt, making adjustments, or emptying dust collector.
- Install sanding belts that are the same width as the pulley drum.
- Adjust sanding belt tension to keep the belt running true and at the same speed as the pulley drum.
- Secure the sanding belt in the direction indicated on the belt and the machine.
- Inspect sanding belts before using the. Replace those belts that are worn or frayed.
- Keep hands away from sanding belt.
- Use two hands to operate sanders; one on the trigger switch and the other on the front knob handle.
- Keep all cords clear of sanding area during use.
- Clean dust from motor and vents at regular intervals.

DO NOT

- Do not exert excessive pressure upon the moving sander.
- Do not use sander without exhaust system or dust collector. Empty the dust collector when 1/4 full.
- Do not work on unfixed stock, unless it is heavy enough to stay in place. Secure the stock or use a "stop block" to prevent movement.
- DO not overreach. Keep proper footing and balance at all times.
- Do not cover the air vents.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 Empty the dust collector when ½ full.		
2 Use heavy pressure when sanding rough surfaces.		
3 Use one hand on the sander and one to hold stock.		
4 You can wear a dust respirator at any time.		
5 When inspecting sanding belts, small nicks and frays are OK.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE