For guidance on managing construction health risks go to
www.hse.gov.uk/construction

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Using the Floor Grinder

1. Wear all your protective equipment including ear defenders and goggles.
2. Always grip the floor grinder correctly with two hands while working.
3. Make sure the machine is running at full speed before lowering the abrasives carefully onto the surface.
4. When grinding or scouring, move the machine over the floor in a circular scything motion. If using wire brushes you should pull the machine backwards, taking care not to trip. This will avoid compacting the loosened surface debris by not walking over it.
5. Take care not to damage any finish floor surfaces by operating the machine while moving to your work area and positioning the floor grinder.
6. If the machine starts to labour, reduce the depth of cut and make two passes.
7. While working, keep a lookout for any obstructions in your path, stop the floor grinder and clear them out of the way. Be especially careful to keep the electric cable clear of the abrasive discs.
8. As the abrasives wear you must adjust the tilting handle to maintain a level contact between abrasives and floor.
9. Do not adjust the tilting handle in an effort to increase the pressure onto the floor. This will not do the job faster but will wear out the abrasive attachments much quicker.
10. Periodically check, and tighten the wedges as necessary.
11. You must stop the engine if you need to change the abrasive attachments or make any adjustments.
12. Watch out for signs that vibration from the work may be affecting your hands. If your fingers start to tingle or feel numb, take a short break from work. Exercise your fingers to encourage blood circulation.
13. To help prevent vibration affecting your hands, operate the machine for shorter periods. Keep your hands warm - wearing gloves may help do this.
14. Take care not to accidentally pull the plug from the socket.
15. Stop the unit and unplug it if leaving the machine unattended.
16. If you think the cable may be cut or damaged in any way, switch off and unplug at the socket before inspecting it. If the cable attached to the drive unit is damaged, stop using the machine. Contact the hire company. If an extension cable has been damaged, do not use it again.
17. If your equipment does not work properly, do not attempt to repair it. Contact the hire company.
18. You may want to read this leaflet again. Please keep it until you finish work.

Please keep this leaflet safely as it may be required for future reference

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Floor Grinder

The rules and procedures in force where people are at work may require the person responsible for this equipment to carry out a specific risk assessment.

It is important to read this entire leaflet BEFORE using the Floor Grinder

1. Plan your work and think ahead to make sure you will always be working safely.
2. Electricity is dangerous and must always be used with great care.
3. This floor grinder is designed for grinding concrete surfaces, removing loose surface material or ridges, preparing the surface for painting; it can also be used for removal of dry grease or paint. You must use the appropriate attachments.
4. The action of this floor grinder can cause injury or damage if the machine is not used in a careful and controlled way.
5. If you have not used a floor grinder before, familiarise yourself with the machine on some straightforward work before you start on the main task.
6. You must have at least the following items of personal protective equipment: impact resistant goggles; dust mask; ear muffs or plugs giving protection for levels up to 102 dB(A); safety boots; overalls and gloves; rcd if using a 230 volt (mains) supply.
7. This machine must not be used by minors, or by anyone under the influence of drugs or alcohol.
8. This floor grinder is designed for operation by an able bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using it.

WORK AREA

1. Do not use this machine where there is a danger of explosion. It will ignite fumes from petrol, or gas cylinders.
2. Do not use this floor grinder in the rain or where it might get wet.
3. Make sure that the area is clear and safe and that no-one is near to you or could distract you.
4. Protect other people from the noise, debris, and dust. Warn others to keep away, put barriers around your work area.
5. If your machine has a vacuum dust collection system then you should work with a dry surface. The dust collection will be more efficient. You must still wear a dust mask with a minimum of EN149 FFP3(s) protection).
6. This machine may damage pipes or cables laid just beneath the surface.

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Before Starting Work...

OPERATORS

1. The following items of personal protective equipment (PPE) are the minimum that should be worn whenever you use this machine. Particular jobs or environments may require a higher level of protection.
2. This equipment is likely to cause noise levels up to 102 dB(A) - wear appropriate ear muffs or plugs giving hearing protection for this level as a minimum.
3. You must wear impact resistant goggles when you are working with this floor grinder.
4. You will need to wear an appropriate dust mask (with a minimum of EN149 FFP3(s) protection) when you are planning material that causes dust.
5. You must wear safety boots.
6. Anybody who is working near to you will also need to wear appropriate personal protective equipment.

FLOOR GRINDER

1. Check your machine, engine, and all equipment. Do not use anything found damaged - contact the hire company.
2. Units with a cylindrical yellow industrial plug fitted are designed to run off a special 110v supply. The hire company will have provided a portable transformer if you need to power the machine from a normal mains 230v supply. If a portable transformer has been supplied, take care not to injure yourself when moving it about - it may be heavier than you think. Units designed to run directly from 230v mains will have either a normal square pin plug fitted, or a blue industrial plug.
3. Use only the correct type of abrasive attachments recommended for the machine and for the job by the hire company.
4. Vibration from using this floor grinder can be hazardous. Warm your hands up before you start work, and wear gloves to keep your hands warm while you are working.
5. Make sure that you understand all of the controls. Before you start the machine, you must know how to stop it.

ABRASIVE ATTACHMENTS

1. There are two discs that rotate on the underside of the floor grinder. Each disc has three changeable abrasive attachments located concentrically around the disc.
2. These abrasive attachments can be a grinding stone; a box containing three scouring wheels; or a wire brush. The abrasive attachments are the same size and shape and can easily be interchanged, one with another.
3. Each abrasive attachment is held in by a hardwood wedge.
4. Do not use different abrasive attachments on each housing or disc; always use the same abrasive throughout.

CHECKING AND CHANGING THE ABRASIVE ATTACHMENTS

1. Make sure the grinder is switched off and unplugged.
2. Tilt the machine back, so that the handle rests on the ground, to show the two discs that hold the abrasive attachments.
3. Before changing the abrasive attachments, note how they fit so you will know how to fit the replacement attachments.
4. Remove the old attachments by knocking out the hardwood wedges, place each replacement abrasive attachment in the appropriate housing.
5. Secure each one in turn by inserting a hardwood wedge between the side of the stone or box nearest the centre of the machine and the housing. Hammer each wedge firmly home.
6. Do not use different abrasive attachments on each housing or disc; always use the same abrasive throughout.
7. If a hardwood wedge is damaged or worn, do not use it, replace it.
8. Do not use any other wedge except those hardwood wedges supplied by the hire company.
9. Lift the handle to stand the machine upright.
10. Rotate the tilting handle to adjust the machine to ensure the abrasives are resting evenly on the floor. The machine is now ready.
11. While you are working, the wedges may gradually become loose. You should periodically stop the machine and check, and tighten the wedges as necessary.

ELECTRICAL SAFETY

Your machine will only operate on one voltage: it will be 110v or 230v. 110v machines will have a yellow industrial plug fitted. 230v machines will have either a normal square pin plug fitted, or a blue industrial plug. Read the instructions below for your machine.

110 VOLT MACHINES (YELLOW PLUG)

1. If you are using a portable transformer, plug the transformer directly into the 230 volt socket. Do not use any 230v extension cables.
2. If you need to use an extension cable, follow any special instructions given by the hire company. If the hire company have not given any special instructions, you should only use a suitably rated heavy duty one, not longer than 50 metres (160 feet). Plug it directly into the rcd.
4. Lay it out carefully avoiding liquids, sharp edges, doorways or windows where it might be trapped, and places where vehicles might run over it. Unroll it fully or it will overheat and could catch fire.
5. Make sure that any extension cable connections are dry and safe.

(160 feet). You must only use an extension cable between the transformer and the machine.

3. Lay the extension cable out carefully avoiding liquids, sharp edges, doorways or windows where it might be trapped, and places where vehicles might run over it. Unroll it fully or it will overheat and could catch fire.
4. Make sure that any extension cable connections are dry and safe.

230 VOLT MACHINES (SQUARE PIN OR BLUE PLUG)

1. Use a residual current device ("rcd") plugged directly in to the 230volt socket. Plug your machine into the rcd. This will help to protect you against electric shock if the cable or machine get damaged.
2. Use the "TEST" button to check that the rcd is working each time you use it. Reset the rcd according to the instructions supplied with it.
3. If you need an extension cable, follow any special instructions given by the hire company. If the hire company have not given any special instructions, you should only use a suitably rated heavy duty one, not longer than 50 metres (160 feet). Plug it directly into the rcd.
4. Lay it out carefully avoiding liquids, sharp edges, doorways or windows where it might be trapped, and places where vehicles might run over it. Unroll it fully or it will overheat and could catch fire.
5. Make sure that any extension cable connections are dry and safe.

Useful Reference Points • www.hae.org.uk/businessguard

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