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2514 **Safety Guidance**

DU8 DU8X HT81 v:122016

FTH HIRE GROUP

Hiretech Floor Sander

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 all of this leaflet BEFORE using the Hiretech Floor Sander

1. Electricity can be hazardous and must always be used with great care.
2. This floor sander is designed for rapid leveling of large areas of floor: finishing off new floors; cleaning off varnish, stain and wax polish; or sanding off old cork or composition floors. It will also fine sand terrazzo or granolithic floors. The appropriate abrasive sheets must be used.
3. The action of this floor sander can cause injury or damage if the machine is not used in a careful and controlled way.
4. If the operator has not used a floor sander before they must familiarise themselves with the machine on some straightforward tasks before starting work on the main task.
5. The work should be thought out and planned ahead to ensure that it is carried out safely.
6. The following items of personal protective equipment must be worn as a minimum:

   Goggles: impact resistant EN166 – B or BS2092 grade 1;

   Ear muffs or plugs giving protection for up to 100 dB(A);

   Gloves.

   Rcd, if using a 230 volt (mains) supply.
7. This floor sander must not be used by minors, or by anyone under the influence of drugs or alcohol.
8. This floor sander is designed for use by an able bodied adult. Anyone with either a temporary or permanent disability must seek expert advice before using it.

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Using the Floor Sander

1. Wear the protective equipment including ear defenders, dustmask and goggles.
2. Do not smoke while using this sander, the wood dust is extremely flammable.
3. Do not expose the sander to rain or let it get wet.
4. Before starting to sand any surface check the entire surface for protruding nails, screws or tacks. They must be removed or punched below the surface.
5. Tilt the floor sander onto its back edge before switching it on.
6. Let the floor sander run up to full speed before lowering it carefully onto the surface. Be prepared for the reactive force when the abrasive sheet contacts the floor surface.
7. Keep the floor sander moving across the floor all the time it is running do not let it stand still; it may cause grooves in the floor.
8. Let the weight of the floor sander do the work. Any extra pressure will overload the machine and may cause grooves in the floor.
9. Hold a small loop of the cable in the left hand, and then pass it over the left shoulder to keep the cable clear, do not let the machine run over it.
10. If it is suspected that 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 floor sander is damaged, stop using the machine. Contact the hire company. If an extension cable has been damaged do not use it again.
11. Take care not to accidently pull the plug from the socket.
12. Vibration may affect the hands – watch out for signs. If the fingers start to tingle or feel numb, take a short break from using the machine. Exercise fingers to encourage blood circulation.
13. To help prevent the effects of vibration, operate the machine for shorter periods. Keep hands warm – wearing gloves may help to do this.
14. Tilt the floor sander onto its back edge again before switching off and wait for it to stop completely before standing it on the base.
15. Make sure that any ventilation slots in the floor sander do not get blocked with sawdust.
16. Switch off and remove the plug from the socket before leaving the floor sander unattended.
17. If the equipment doesn't work properly, do not attempt to repair it. Contact the hire company.
18. Please store this leaflet safely. It may be required for further information.

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

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

WORK AREA

1. Do not use this floor sander where there is danger of explosion. It will ignite fumes from petrol, or gas cylinders.
2. Make sure that the area is clear and safe and that no-one is nearby who could cause a distraction.
3. Protect others from the noise and dust. Warn others to keep away, put up barriers and warning signs around the work area.
4. Ventilate the room or area that is being worked on to prevent the formation of a combustible mixture of dust and air. Open all doors and windows that will let fresh air in.
5. Some dust will escape the dust bag and settle, remove furniture and other items from the room or area to protect them.
6. Check that there are no protruding nails or screws in the area to be sanded. They should be taken out or punched below the level of the floor.
7. Make sure that there are no carpet tacks or other loose objects on the area to be sanded.

OPERATORS

1. The following items of personal protective equipment (ppe) must be worn as a minimum when using this machine. Particular jobs or environments may require a higher level of protection.
2. Impact resistant goggles must be worn (EN166 – B or BS2092 grade 1) when working with this floor sander.
3. This masonry saw is likely to cause to noise levels up to 98 dB(A) – appropriate ear muffs or plugs must be worn, giving hearing protection for this level as a minimum.3. This machine is likely to cause noise levels up to 100 dB(A) – ear muffs or plugs giving hearing protection for this level must be worn as a minimum.
4. An appropriate dust mask must be worn (with a minimum of EN149 ff2 (s) protection) when sanding material that causes dust.
5. Anyone who is working nearby will also need to wear personal protective equipment.

FLOOR SANDER

1. Check the machine, its cable and plug and dust bag. If anything is found to be damaged, do not use the machine – contact the hire company.
2. Check that the plug on the floor sander matches the supply. Connections should not be forced or improvised.
3. Floor sanders 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 the machine has to be powered from a 230v (mains) supply. If a portable transformer has been supplied, take care when moving it about – it may be heavier than it appears. Floor sanders designed to run directly from 230 volt (mains) supply will have either a normal square pin plug or a blue industrial plug.
4. Ensure the sander is switched off before unplugging it from the supply.
5. The machine is easily disassembled into three parts for transport, the main body, the dust tube, and the handle assembly. The handle is also adjustable for height, ensure it is secured in the correct position.
6. The floor sander is heavy – take care when moving or carrying it.
7. Always grip the handle of the floor sander correctly while working – two hands should be used.
8. Vibration from using this floor sander can be hazardous. Hands should be warmed up before starting work, and gloves should be worn to keep hands warm while working.

STARTING THE FLOOR SANDER

1. Check on how the on/off switch operates before switching the sander on, it must be known how to stop it.
2. The model being used may have a different type of switch:

   There will be a toggle switch, press once for start, and press again for stop;
7. Prepare the abrasive paper by flexing both ends on the edge of a table or other suitable surface, to make each curl inwards before fitting.
8. Loosen the screws on the drum clamp bar (some models have two screws, others have three) until the bar is clear of the drum. Do not remove the clamp bar.
9. Insert one edge of the abrasive sheet under the clamp bar.
10. Rotate the drum a full circle, aligning the abrasive sheet around the drum, then insert the second edge of the abrasive sheet under the other side of the clamp bar. Smooth under until the sheet is tight around the drum.
11. Hold the abrasive sheet tightly around the drum and screw down the clamp bar securely.
12. Check that the sheet is tight. If found to be loose, slacken off the screws and repeat the procedure as above.
13. Leave the abrasive sheet on the drum after use.
14. If the abrasive sheet breaks up while using the machine, switch OFF immediately, remove the broken sheet and replace with a new sheet.
15. Before starting, inspect the fan intake and remove any broken pieces of the abrasive sheet that may be found. Failure to do so will prevent the machine picking up the dust.
16. Close and secure the covers after changing the abrasive sheet.
17. Frequently check that the abrasive sheet retaining screws are still tight. A loose screw can damage the drum and the floor surface.

Dust bag

1. Always empty the dust bag when the dust reaches the 'MAX' line printed on the dust bag or before you leave the machine unattended. Remember the sawdust is highly flammable; do not smoke while handling the dust bag.
2. Do not empty the sawdust bag onto a fire – it may explode.
3. Do not re-use a paper dust bag, only use dust bags that have been supplied or recommended by the hire company. Fit paper bags according to the instructions printed on the bag.
4. If using a cloth dust bag make sure it is in good condition with no holes. Tie it securely around the dust tube neck.

MAINTENANCE

(Changing the abrasive sheets)

1. Do not run the floor sander without an abrasive sheet fitted. Stop the sander immediately if the abrasive sheet is damaged or torn.
2. Switch off and remove the plug from the socket before making any adjustments or changing the abrasive sheet.
3. Make sure to use the correct type of abrasive sheet recommended by the hire company.
4. Check the drum for damage every time the abrasive sheet is replaced.
5. Tilt the machine back so that the handle rests on the floor.
6. Lift back the front cover to expose the drum.
7. Prepare the abrasive paper by flexing both ends on the edge of a table or other suitable surface, to make each curl inwards before fitting.
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Before Starting Work...

ELECTRICAL SAFETY

The 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, or a blue industrial plug. Make sure the machine is switched off before plugging it into the supply.

Read the instructions below.

110 VOLT MACHINES (Yellow Plug)

1. If a portable transformer is being used, plug the transformer directly into the 230 volt socket. 230v extension cables should not be used.
2. If an extension cable is needed, follow any special instructions given by the hire company. If the hire company have not given any special instructions, only a suitably rated heavy duty 110v extension cable should be used, not longer than 50 metres (160 feet). The extension cable must only be used between the transformer and the machine.
3. Lay the extension cable out carefully avoiding liquids, sharp edges, doorways or windows where it might get trapped, and places where vehicles might run over it. It should be unrolled fully or it will overheat and could catch fire.
4. Extension cable connections should be dry and safe.

230 VOLT MACHINES (Square pin or blue plug)

1. Use a residual current device ('rcd') plugged directly in to the 230v socket. Plug the machine into the rcd. This will help to protect against electric shock if the cable or machine gets damaged.
2. Use the 'TEST' button to check that the rcd is working each time it is used. Reset the rcd according to the instructions supplied with it.
3. If an extension cable is needed, follow any special instructions given by the hire company. If the hire company have not given any special instructions only a suitably rated, heavy duty 110v extension cable should be used, not longer than 50 metres (160 feet). Plug it directly into the rcd.
4. Lay the extension cable out carefully avoiding liquids, sharp edges, doorways or windows where it might get trapped, and places where vehicles might run over it. It should be unrolled fully or it will overheat and could catch fire.
5. Extension cable connections should be dry and safe.