

Note that some machines have reversible front flanges to take thick and thin abrasive discs. Make sure such flanges are the right way round for the chosen disc.

Use the right disc mounting flanges, ensuring they are clean, undamaged and free from burrs.

Ensure the flange size is compatible with the size of the disc. Above 230mm, the flange diameter must be one third that of the disc.

To fit a disc, follow the instructions supplied with your machine.

If you have hired the machine from HSS, contact HSS Hire if you have any problems.

In any case, never force a disc onto the machine's spindle and never over-tighten the machine's mounting bolt / flange.

Before switching the machine back ON, remember to reposition the safety guard.

Finally, run newly fitted discs at operating speed for at least one minute before using them to cut / grind. This helps 'seat' the disc and lets you double-check that you have fitted it correctly. Clear the work area while doing this.

Throw used discs away, NEVER re-use a disc once it has been removed from a machine.

## USING DISCS

Make sure the workpiece is firmly and safely secured.

If using a portable machine, adopt a comfortable, balanced stance that lets you support and control the machine, keeps the whole of your body clear of the disc, and lets you see clearly what you are doing.

Ensure the work area is free from trip hazards and that the ground offers a secure footing.

If using a grinding disc with a depressed centre, always hold it at an angle to the workpiece.

When cutting, work in a straight line, taking care not to trap or pinch the disc in the cut.

Never try to force the disc through the workpiece and never apply pressure to the side of the disc.

Never use a grinding disc for cut-off work or vice versa. If in doubt, contact HSS Hire.

Regularly check the disc's condition and replace if worn or damaged.

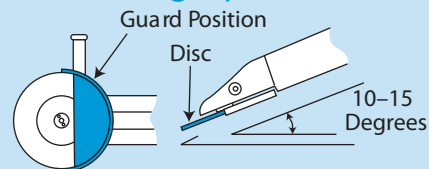
Ensure replacement discs are distortion free and undamaged and that the paper washers are not wrinkled or torn. NEVER FIT SUBSTANDARD OR OLD, USED DISCS. Don't grind on the side of cut-off or grinding discs less than 4.5mm thick. They are not strong enough. Use the edge instead.

## FINISHING OFF

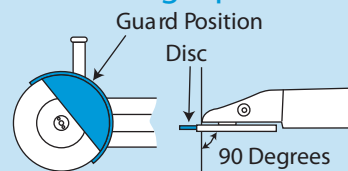
When you have finished using a portable machine, wait for the disc to stop turning and put the machine down gently - taking care not to knock the disc. Ideally, rest the machine, clear of the ground, on a suitable cradle.

Always let the disc come to a halt naturally.

### Grinding Operation



### Cutting Operation



### ... have you been trained

The law requires that personnel using this type of equipment in the workplace must be competent and qualified to do so.

Training is available at HSS Training  
0845 766 7799

### ...any comments?

If you have any suggestions to enable us to improve the information within this guide please e-mail your comments or write to the Safety Guide Manager at the address below  
e-mail: [safety@hss.com](mailto:safety@hss.com)

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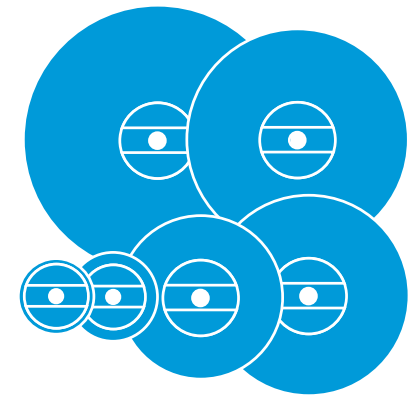
Group Office: 25 Willow Lane, Mitcham, Surrey CR4 4TS

Web Site: <http://www.hss.com>

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Operating &amp; Safety Guide 631

# HSS Hire



## Abrasive Discs

Reinforced, flat Cut Off discs.  
Reinforced depressed centre  
Grinding Discs



## GENERAL SAFETY



For advice on the safety and suitability of this equipment contact HSS Hire.

There is a serious risk of personal injury if you do not follow all instructions laid down in this guide.


The hirer has a responsibility to ensure that all necessary risk assessments have been completed prior to the use of this equipment.


This equipment should be used by an able bodied, competent adult who has read and understood these instructions. Anyone with either a temporary or permanent disability, should seek expert advice before using it.



Keep children, animals and bystanders away from the work area.

  Never use this equipment if you are ill, feeling tired, or under the influence of alcohol or drugs.

 Safety Goggles MUST be worn by everyone in the work area.

 Some materials when cut contain substances which, when inhaled, can be harmful to health. A suitable mask must be worn when using this equipment.

 Grinding and cutting equipment generates potentially harmful noise levels. To comply with health and safety at work regulations, ear defenders must be worn by everyone in the vicinity.

  Wear gloves, protective clothing and footwear that covers all exposed skin. Avoid loose garments and jewellery that could catch in moving parts, tie back long hair.

If you sustain an injury while using an abrasive disc, seek medical advice immediately.

Ensure the work area is well lit and ventilated, if in doubt, ask about dust extraction and ventilation equipment at HSS Hire.

Do not work near flammable gasses or liquids, petrol or paint thinner fumes for example. Keep combustible materials at a safe distance - at least 5m.

If working above ground-level, work from a suitable, stable platform - an access tower for example. Never work from ladders or steps.

Take special care when cutting into anything containing pipework or electrical cables. If in doubt, hire a cable avoiding tool from HSS Hire, to determine the exact position of such hazards.

Stop the machine if you experience discomfort or numbness during use.

Make sure you know how to switch the machine OFF before you switch it ON in case you get into difficulty.

Always switch OFF and unplug any tool before making adjustments to it.

Check that it is switched OFF and that you have removed all spanners and keys before plugging it back in.

Having switched OFF, always wait for the disc to come to rest before putting the tool down.

Check the condition of the equipment before use.

Ensure side handles and guards are correctly adjusted and secure before starting work.

Watch your footing. Take special care if working other than on firm, level ground.

Information on COSHH regulations is available HSS Hire.

### Warning

Abrasive discs operate at very high speeds. If they should break in use, the fragments that fly off can be extremely dangerous. So, always treat them with respect and follow the safety rules.

## ELECTRICAL SAFETY

 To reduce the risk of electric shock, use a suitable RCD (Residual Current Device) available from HSS Hire, or power the equipment from a mains circuit with a built-in RCD.

## MACHINE SAFETY

Make sure you know how to operate your particular grinding or cut-off machine safety and correctly.

If using an HSS MACHINE...

Read the Operating & Safety Guide supplied with it. If you have any queries, contact HSS Hire for advice.

If using your OWN MACHINE have it professionally serviced regularly and tested for electrical safety. In particular, check the tension of any drive belts, and double check that any built-in speed control governor is working correctly.

Have its spindle speed checked regularly. Always have the speed checked if the machine has just been serviced or repaired.

**WHATEVER you are using...**

Make sure the machine is fitted with an adequate, securely fitted safety guard.

Make sure the safety guard is correctly positioned before switching the machine ON. It should cover at least half the disc and protect the user if the disc should accidentally break up in use.

Check the machine's general condition before use, paying special attention to the state of the disc flange plates. If it shows signs of damage or excessive wear, do not use it! If you have any doubts about the condition of an HSS machine, return it to HSS Hire.

## DISC SAFETY

Use the correct disc for your grinding / cut-off machine. In particular, check that the machine's spindle speed does not exceed the maximum at which the disc can safely run.

Use the right abrasive disc for the job. If in doubt, contact HSS Hire for advice.

Handle abrasive discs with care. They are easily cracked if knocked or dropped - cracked discs are potentially dangerous.

Always check the discs for damage before use. Brush off any dust and tap gently with a non metallic object. If the disc sounds 'dull' assume it is cracked.

Never fit or use a disc you think may be damaged.

## DISC STORAGE

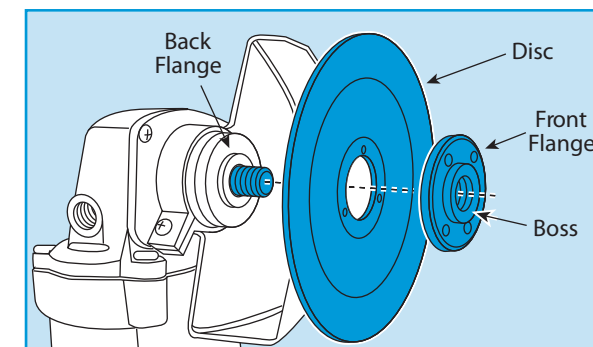
Stack flat cut-off discs one on top of the other, ideally on a flat, level, steel base-plate. Discs with a depressed centre should either be carefully stacked one on top of the other or, better still, left in their original protective packaging.

Never store abrasive discs where they will be exposed to extreme temperatures or damp. Improper storage damages the discs. Always check expiry date.

## RULES AND REGULATIONS

Note that the use of abrasives discs in certain conditions (in the work place) are regulated by law. Both the discs themselves, and the way in which they are fitted and used, must conform to BS4481 and BS4581. If in doubt, contact HSS Hire for advice.

## DISC FITTING



Abrasive discs should only be fitted by authorised, trained personnel.

Before fitting a disc, switch OFF the grinding / cut-off machine and unplug it if electric.

Use the proper tools to change / fit discs. These are supplied with machines hired from HSS. If using your own machine, consult the manufacturer's instructions.