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| ***Portable_Plant_SOP***🗹 |
| ***Students must complete the checklist below with a tick in every box before operating this portable power equipment*** |
| **Has your teacher given you instruction on the safe use and operation of this equipment?** | **🗆** |
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| **Has your teacher given permission for you to use this equipment?** | **🗆** |
|  | Are you wearing approved safety glasses?. | **🗆** |
| Foot Protection circle | Are you wearing protective footwear with substantial uppers?. | **🗆** |
| Prohibition circle | Have you removed all your exposed rings and jewellery? | **🗆** |
| **Have you read the important information section on the reverse?** | **🗆** |
|  **PRE-OPERATIONAL SAFETY CHECKS** |  |
| 1. Is your work area for the biscuit jointer suitable and safe?
 | **🗆** |
| 1. Have you dialled the biscuit jointer to the correct cutting depth to suit the size of the biscuits to be used?
 | **🗆** |
| 1. Are all safety guards serviceable and in place?
 | **🗆** |
| 1. Have you made all machine adjustments with the power lead disconnected from the AC isolating switch?
 | **🗆** |
| 1. Is there adequate dust ventilation or extraction?
 | **🗆** |

Paste pages 1 and 2 back to back – cut out this section – laminate and trim to size

Biscuit Jointer

**BISCUIT JOINTER**

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| ***Portable_Plant_SOP*****BISCUIT JOINTER****Air Compressor** |
| **Important information – read before use** |
| **OPERATIONAL SAFETY CHECKS** |
| **DO NOT use faulty equipment – report this immediately to your teacher** |
| 1. Use a vice clamp to securely hold the work piece and support any overhanging portion.
2. Set the fence height and the correct biscuit ‘size’ adjustment knob to assure accurate positioning and correct depth for cutting (slotting).
3. Do not hold your work piece by hand, if at all possible.
4. Keep the sole plate pressed firmly on the work piece.
5. Do not apply excessive force – this could cause the cutter disc to burn the work piece.
6. Before cleaning away waste material and inspecting the results of the slotting process, always bring the machine to a complete stop and keep your hands away from the disc.
7. If any unforeseen problems arise while machining, stop immediately, switch off and report it to your teacher.
8. Turn off immediately after use. Do not place the machine down until the disc has stopped rotating.
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| **Adjust fences and depth gauges accurately** |
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| **HOUSEKEEPING** |
| 1. Return this tool to the appropriate storage cupboard.
2. Leave the work area in a safe, clean and tidy condition.
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| **POTENTIAL HAZARDS** |
| ◼ Moving, rotating and sharp parts ◼ Electricity ◼ Noise ◼ Excessive dust ◼ Eye injuries |

 **Date of last review:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_