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| ***Portable_Plant_SOP*****ROUTER**🗹 |
| ***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 **and** face shield?. | **🗆** |
| Foot Protection circle | Are you wearing protective footwear with substantial uppers?. | **🗆** |
| Hearing Protection circle | Are you wearing hearing protection when noise is excessive? | **🗆** |
| Dust mask sign | Are you wearing a dust mask when excessive dust is created? | **🗆** |
| Apron | Are you wearing protective clothing, overalls or a suitable workshop apron?? | **🗆** |
| 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 suitable, allowing for the safe use of this router without interfering with other students or activities?
 | **🗆** |
| 1. Is the router free from obvious signs of damage?
 | **🗆** |
| 1. Is the power lead and plug free from obvious signs of damage?
 | **🗆** |
| 1. Is the cord out of the way so as not to create a tripping hazard?
 | **🗆** |

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

 Router

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| ***Portable_Plant_SOP*****ROUTER****Router Table** |
| **Important information – read before use** |
| **OPERATIONAL SAFETY CHECKS** |
| **DO NOT use faulty equipment – report this immediately to your teacher** |
| 1. Check the work piece for faults and defects.
2. Fit the correct cutter bit to the machine. Ensure cutter bit conforms to machine specifications.
3. Make all adjustments for depth of cut BEFORE connecting to the power source.
4. Ensure your work piece is firmly secured and supported.
5. Keep fingers, hands and power cord clear of the bit.
6. Always consider the direction of rotation. This will determine the direction the router is to travel.
7. Allow the router to reach operating speed, then apply load gradually. Maintain a constant pace to avoid uneven finishes.
8. Keep the sole plate pressed firmly on the work piece.
9. Maintain complete control. Always operate with both hands. Maintain a proper and steady footing at all times.
10. Make a series of shallow cuts when creating a deep recess. This is much safer and easier on the tool bit.
11. Do not apply excessive force – this could cause the cutter bit to burn the work piece.
12. If any unforeseen problems arise while routing, stop immediately, switch off and report it to your teacher.
13. Turn off immediately after use. Do not place the router down until the cutter has stopped rotating.
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| **Be extremely cautious of this high speed tool** |
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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** |
| ◼ Rotating, sharp blades ◼ Electricity ◼ Kickback ◼ Ejected waste ◼ Eye injuries ◼ Dust  |

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