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| ***Portable_Plant_SOP*****PLUNGE 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?. | **🗆** |
| Foot Protection circle | Are you wearing protective steel-toed work boots?. | **🗆** |
| Hearing Protection circle | Do you, and others around you, have appropriate hearing protection? *(Class 5 – SLC80 >26 dB)* | **🗆** |
| Dust mask sign | Are you wearing an appropriate dust mask? (P2 dust and fumes) | **🗆** |
| **Hair Protection circle** | If you have long or loose hair, is it tied back and contained? | **🗆** |
|  | Are you wearing close fitting protective clothing or overalls?  | **🗆** |
| 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 floor in your work area clear of trip and slip hazards?
 | **🗆** |
| 1. Have you inspected the condition of the cutter bit i.e. chips and burning?
 | **🗆** |
| 1. If changing cutter bit, has the router been unplugged and isolated?
 | **🗆** |
| 1. Has the plunge adjustment and movement been checked for accuracy?
 | **🗆** |
| 1. Are you familiar with the operation of the ON/OFF switch on this router?
 | **🗆** |

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

Plunge Router

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| ***Portable_Plant_SOP*****PLUNGE ROUTER****Air Compressor** |
| **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. Ensure cutter bit conforms to machine specifications and is the correct size.
3. Make all adjustments for depth of cut BEFORE connecting to the power source.
4. Ensure your work piece is firmly secure and supported. Keep fingers and hands well clear of the rotating cutting bit.
5. Always consider the direction of the rotation. This will determine the direction the router is to travel.
6. Allow the router to reach operating speed, then apply load gradually. Maintain a constant pace to avoid uneven finishes.
7. Keep the sole plate pressed firmly on the work piece.
8. Maintain complete control. Always operate with both hands. Maintain a proper and steady footing at all times.
9. Make a series of shallow cuts when creating a deep recess. This is much safer and easier on the tool bit.
10. Do not apply excessive force – this could cause the cutter bit to burn the work piece.
11. If any unforeseen problems arise while routing, stop immediately, switch off and report it to your teacher.
12. Turn off immediately after use. Do not place any router down until the cutter bit has stopped rotating completely.
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| **Be extremely cautious of this high speed power tool – severe kickback can occur** |
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| **HOUSEKEEPING** |
| 1. Switch off and isolate the router after use. Remove battery for recharging.
2. Leave the work area in a safe, clean and tidy condition.
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| **POTENTIAL HAZARDS** |
| ◼ Rotating and sharp parts ◼ Electricity ◼ Kickback ◼ Pinch and squash ◼ Ejected material ◼ Eye injuries ◼ Dust and fumes ◼ Noise  |
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| **FORBIDDEN** |
| * Freeform machining where no fence or guide is fitted is strongly discouraged.
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 **Date of last review:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_