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| ***Portable_Plant_SOP***  **DOWELLING MACHINE** | |
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| **DO NOT** use this machine unless a teacher has instructed you in its safe use and operation and has given permission | |
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| Approved safety glasses must be worn at all times in work areas. | **Prohibition circle**Prohibition circleRings and jewellery must not be worn.Prohibition circle |
| Foot Protection circleAppropriate protective footwear with substantial uppers must be worn. |  |

### **Adjust fences and depth gauges accurately**

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### **PRE-OPERATIONAL SAFETY CHECKS**

1. **Ensure this power tool has a suitable safe work area.**
2. **Select the correct size drill bit to suit the dowel pins to be used.**
3. **Ensure all safety guards are serviceable and in place.**
4. **Make all machine adjustments with the power lead disconnected from the AC isolating switch.**
5. **Ensure adequate dust ventilation or extraction.**

#### OPERATIONAL SAFETY CHECKS

1. **Use a vice or clamp to securely hold the work piece and support any overhanging portion.**
2. **Do not hold your work piece by hand.**
3. **Set fence heights and all stops to assure the correct, accurate position and depth for drilling.**
4. **Keep both hands on the dowelling machine while drilling.**
5. **Keep the sole plate pressed firmly on the work piece.**
6. **Do not apply excessive force – this could cause the drill bit to burn the work piece.**
7. **Before cleaning away waste material and inspecting the results of the drilling process, always bring the machine to a complete stop and keep hands away from the drill.**
8. **If any unforeseen problems arise while drilling, stop immediately, switch off and report to your teacher.**
9. **Turn off immediately after use. Do not place the machine down until the drill has stopped rotating.**

#### HOUSEKEEPING

1. **Return this tool to the appropriate storage cupboard.**
2. **Leave the work area in a safe, clean and tidy condition.**

## POTENTIAL HAZARDS

* + **Moving, rotating parts ◼ Electricity ◼ Eye injuries**
  + **Excessive dust ◼ Noise**

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