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| G:\6100_Performance_HR\6555 - Organisational Safety and Wellbeing\2. HSW - Systems and Strategy Team\Rebadging OSW Documents (Kristyn)\ITD logos\Updated 2018\Fixed Static Plant_SOP.jpg**SURFACE PLANER** |
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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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| Safety glasses must be worn at all times in work areas. | Hair Protection circleLong and loose hair must be contained or restrained. |
| Foot Protection circleAppropriate protective footwear with substantial uppers must be worn. | ApronCoveralls, protective clothing or a workshop apron is encouraged. |
| **Prohibition circleProhibition circle**Rings and jewellery must not be worn. | Hearing protection and a dusk mask will be required for most surface planer operations.Hearing Protection circle |

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

1. **Check workspaces are clear and no slip/trip-hazards are present.**
2. **Check safety guards are adjusted and operate to give maximum protection.**
3. **Where a bridge guard is fitted adjust the guard to ensure a maximum of 2mm clearance between guard and the timber.**
4. **Do not plane stock with structural defects.**
5. **Locate and ensure you are familiar with the operation of the ON/OFF starter and E-Stop.**
6. **Set depth of cut and lock table. Never make a single cut greater than 2mm.**
7. **Check and lock fence in position.**
8. **Start the dust extraction unit before using the machine.**
9. **Faulty equipment must not be used. Immediately report suspect equipment.**

## OPERATIONAL SAFETY CHECKS

1. **Hands must not be closer than 100mm from the cutter head when it is rotating.**
2. **Use push blocks wherever possible.**
3. **Never leave the machine while it is running.**
4. **Place cupped boards with the concave side against the table.**
5. **Plane with the grain. Hold the workpiece firmly and apply even feed rate.**
6. **NEVER attempt to surface stock less than 300mm long x 20mm wide x 15mm thick**
7. **Operator should stand to side of in-feed table to avoid possible kickbacks.**
8. **Before making any adjustments switch off and wait for the cutter head to completely stop.**

###### **HOUSEKEEPING**

1. **Switch off and reset all guards to a fully closed position after use.**
2. **Reset the depth of cut to zero after use.**
3. **Leave the machine in a safe, clean and tidy state.**

## POTENTIAL HAZARDS

**◼ Exposure to moving and rotating components ◼ Splinters ◼ Eye injury**

**◼ Pinch and squash ◼ Ejected waste ◼ Wood dust ◼ Electrical**

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