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| ***Portable_Plant_SOP*****MORTISING MACHINE**🗹 |
| ***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?. | **🗆** |
|  | If you have long or loose hair, is it contained or restrained?  | **🗆** |
|  | Are you wearing protective clothing or a suitable workshop apron? | **🗆** |
|  | Have you removed all rings and jewellery?  | **🗆** |
|  | Have you removed your gloves?  | **🗆** |
| **Have you read the important information section on the reverse?** | **🗆** |
|  **PRE-OPERATIONAL SAFETY CHECKS** |  |
| 1. Does this power tool have a suitable, safe work area?
 | **🗆** |
| 1. Are the auger and chisel tool bit in good condition?
 | **🗆** |
| 1. Are the fences, clamps and guards in good working order?
 | **🗆** |
| 1. Is the power lead and plug free from obvious damage?
 | **🗆** |

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

Mortising Machine

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| ***Portable_Plant_SOP*****MORTISING MACHINE****Air Compressor** |
| **Important information – read before use** |
| **OPERATIONAL SAFETY CHECKS** |
| **DO NOT use faulty equipment – report this immediately to your teacher** |
| 1. Always select the correct hollow chisel and auger set for the mortising machine to drill.
2. Tighten the chuck uniformly when the auger bit is inserted – using the correct key.
3. Always remove the chuck key before starting the mortising machine.
4. Keep clear of moving machine parts.
5. Never attempt to drill material that does not lie flat on the table. Irregular shaped work should be securely held in a jig, vice or clamp.
6. Set the slot in the side of the chisel bit to align with the lateral direction of your intended mortise.
7. The work piece should be moved so that the chisel is releasing chips into the already cut part of the work piece.
8. Allow the auger bit to cut at its own speed without applying excessive pressure.
9. Keep hands clear of the auger and chisel when the machine is running.
10. Do not remove waste material from the table while the machine is running.
11. Never leave the machine running unattended.
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| **Apply even pressure – avoid overlapping cuts** |
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| **HOUSEKEEPING** |
| 1. Ensure all switches, guards and clamping are cleaned.
2. Leave the work area in a safe, clean and tidy condition.
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| **POTENTIAL HAZARDS** |
| ◼ Moving, rotating and sharp parts ◼ Electricity ◼ Eye injuries ◼ Ejected waste ◼ Dust ◼ Burns (friction) ◼ Pinch and squash  |

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