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| ***Portable_Plant_SOP*****ROUTER TABLE**🗹 |
| ***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 a sturdy dust apron 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. Are all guards and fences in place and in good working order?
 | **🗆** |
| 1. Are you familiar with the operation of the ON/OFF switch on this router?
 | **🗆** |
| 1. Is the isolating switch on the table connected and functional?
 | **🗆** |

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

Router Table

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| ***Portable_Plant_SOP*****ROUTER TABLE****Air Compressor** |
| **Important information – read before use** |
| **OPERATIONAL SAFETY CHECKS** |
| **DO NOT use faulty equipment – report this immediately to your teacher** |
| 1. Fit and tighten the correct cutter bit. Ensure that it conforms to specifications.
2. Secure the router to the underside of the table and adjust the cutter depth.
3. All guards and necessary fences must be in place to operate this equipment.
4. Jigs and templates are to be used wherever possible. NEVER freeform.
5. Check the functions of all fences, jigs, fixtures and templates. Ensure all adjustments are secure before starting.
6. Note: the isolating switch on the table must be connected and operational.
7. Allow the machine to reach full speed before contacting the work piece.
8. Feed direction must be AGAINST the direction of rotation of the cutter bit.
9. Feed work piece slowly into the cutter bit and hold firmly against a fence.
10. Keep hands away from the cutting area. DO NOT attempt to remove any waste material while the cutter bit is moving.
11. If any unforeseen problems arise while routing, stop immediately, switch off and report it to your teacher. Never leave the router running unattended.
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| **NB a very high risk of injury exists if guards and fences are removed** |
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| **HOUSEKEEPING** |
| 1. Switch off and isolate the router after use. Ensure all guards are closed.
2. Leave the work area in a safe, clean and tidy condition.
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| **POTENTIAL HAZARDS** |
| ◼ Moving, rotating and sharp parts ◼ Electricity ◼ Kickback ◼ Pinch and squash ◼ Ejected material ◼ Eye injuries ◼ Dust and fumes ◼ Excessive noise  |
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| **FORBIDDEN** |
| * Freeform machining where no guards or fence is fitted is strictly prohibited.
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 **Date of last review:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_