|  |  |
| --- | --- |
| ***Portable_Plant_SOP***  **MORTISING MACHINE** | |
|  | |
|  | |
| **DO NOT** use this machine unless a teacher has instructed you in its safe use and operation and has given permission | |
|  | |
| Approved safety glasses must be worn at all times in work areas. | Long and loose hair *must* be contained or restrained for some operations. |
| Foot Protection circleAppropriate protective footwear with substantial uppers must be worn. | Protective clothing or a suitable workshop apron is advisable. |
| Rings and jewellery *must not* be worn when using this portable power tool. | Gloves *must not* be worn when using this portable power tool. |

### **DO NOT use faulty equipment – report this immediately to your teacher**

### 

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

1. **Ensure this power tool has a suitable safe work area.**
2. **Check the condition of the auger and chisel tool bit.**
3. **Check the operation of all fences, clamps and guards.**
4. **Examine the power lead and plug for obvious damage.**

#### OPERATIONAL SAFETY CHECKS

1. **Always select the correct hollow chisel and auger set for the mortise 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 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.**

|  |
| --- |
| **Apply even pressure – avoid overlapping cuts** |

#### HOUSEKEEPING

1. **Ensure all switches, guards and clamping are cleaned.**
2. **Leave the work area in a safe, clean and tidy condition.**

## POTENTIAL HAZARDS

* + **Moving, rotating and sharp parts ◼ Eye injuries ◼ Electricity**
  + **Dust ◼ Burns (friction) ◼ Ejected waste**
  + **Pinch and squash**

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