

# SAFETY OPERATING PROCEDURES

## Plunge Router

**DO NOT use this machine unless properly authorised and versed in its safe use and operation.**

When near to or using the machine:



Eye protection required.



Appropriate footwear with substantial enclosed uppers must be worn.



Rings and jewellery must not be worn.



Long and loose hair should be contained.



Close fitting/protective clothing (short sleeves) preferred.



Hearing protection must be worn.

### PRE-OPERATIONAL SAFETY CHECKS

1. Check all equipment to be used for serviceability. Immediately tag and report suspect or defective equipment.
2. Check work to be routed for foreign objects, e.g. screws or nails.
3. Only use the router in a suitable, stable, safe work area. Check workspaces and walkways to ensure no slip/trip hazards are present.
4. Ensure you are familiar with the operation of the ON/OFF control switch.
5. Ensure any router bit used conforms to router specification, i.e. is correctly sized to fit the router collet. Use only bits of 25mm diameter or less in a hand held router.
6. Check that all bits are sound, sharp, and free of resin build up.
7. The router must be completely isolated while a bit is being installed and the router adjusted for depth of cut (bit depth). Seat the bit just free of the collet bottom and lock it firmly in position.
8. Check the bit for rotational clearance before starting the machine.
9. Use a fence or guides e.g. follower bearings whenever possible. Adjust fences and any guards for maximum protection and efficiency.
10. If the router has provision for dust extraction, start the dust extraction unit before the router.

### OPERATIONAL SAFETY CHECKS

1. Always consider the direction of rotation of the cutter with regard to the feed direction. Normally, feed is from right to left (external cuts), with feed against the direction of rotation of the bit.
2. If the router has variable speed, select a slow speed initially. Never start the router with work in contact with the bit. Make sure that you have control of the tool before switching it on.
3. Deep cuts should not be attempted. Make several cuts to achieve final depth. Feed the bit slowly but steadily into the job.
4. Jigs, fixtures and templates should be used whenever possible. Before making adjustments or putting the router down, switch off and allow the bit to come to a complete standstill.
5. Never leave the machine running unattended.

### HOUSEKEEPING

Leave the machine in a safe, clean and tidy state.

### POTENTIAL HAZARDS

- Sharp tooling
- Flying chips and airborne dust
- Tool kickback
- Contact with rotating bit
- Eye injuries
- Noise

This SOP does not necessarily cover all possible hazards associated with the machine and should be used in conjunction with other references. It is intended to assist safe working by acting as a general reminder to users prior to machine use.

Date of last review

Signature