

STANDARD OPERATING PROCEDURE

ROUTER – PORTABLE HAND HELD

**ONLY TRAINED PERSONNEL
AUTHORISED TO OPERATE THIS MACHINE**



Identified Hazards

- Ejected Waste (flying objects)
- Eye Injuries
- Noise
- Electricity
- Moving, Rotating & Sharp Parts
- Waste / Off-cut Materials
- Dust

Personal Protective Equipment Requirements to Operate



Other | Additional PPE Requirements: Restrain long and loose hair, remove / contain loose jewellery

Operating Instructions

Pre-Operational Safety Checks

- Inspect the power tool for obvious damage, including lead, plug end, router bit and guarding and that the machine has a current electrical safety tag.
- Ensure suitable & safe work area provided with adequate lighting, free from congestion & tripping hazards.
- Ensure you are familiar with the location and operation of the ON/OFF switch.
- Electrically isolate from the power supply if unsafe, making repairs or adjustments, or servicing.

Operational Safety Checks

- **NEVER** operate a faulty piece of equipment. Report any faults, problems or hazards **IMMEDIATELY**.
- Never use electrical cord to lift, lower or carry the power tool.
- Ensure required PPE available and worn.
- Fit the correct cutter bit to the machine. Ensure the cutter bit conforms to the machine's specifications.
- Make all adjustments for depth of cut **BEFORE** connecting to the power source.
- Material should be well supported & at a good working height and free of loose knots & foreign objects.
- Keep fingers, hands and power cord clear of the bit.
- Always consider the direction of rotation. This will determine the direction the router is to travel.
- Allow the router to reach operating speed, and then gradually apply the load. Maintain a constant pace to avoid uneven finishes.
- Maintain complete control. Always operate with both hands. Maintain proper & steady footing at all times
- Make a series of shallow cuts when creating a deep recess.
- Do not apply excessive force – this could cause the cutter bit to burn the work piece and cause undue wear to the cutter bit.
- Always cut in the forward direction. Never pull the planer backward over the work piece.
- Turn off immediately after use. Do not place the router down until the cutter has stopped rotating.
- Do not leave machine unattended when operational.
- Clean up and dispose of debris from the work area both during and upon completion of the task.

REFER TO THE MANUFACTURER'S OPERATIONAL MANUAL FOR FULL SAFETY REQUIREMENTS