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| **SAFE OPERATING PROCEDURE**  **PLUNGE ROUTER** | |
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| **DO NOT** use this machine unless you have completed the induction and a supervisor has given you permission | |
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| Safety glasses must be worn at all times in work areas. | Hair Protection circleLong and loose hair must be contained or restrained. |
| Foot Protection circleAppropriate protective footwear with uppers must be worn. | Hearing protection will be required when operating this machinery. |
| **Prohibition circleProhibition circle**Rings and jewellery must not be worn. | Description: Dust mask signA mask must be worn when excessive airborne dust is created. |

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

1. **Ensure this power tool has a suitable safe work area.**
2. **Before using the router, examine the power cord, extension lead, plugs, sockets and power outlet for damage.**
3. **Check the router bit carefully for cracks or damage before installing it into the router spindle.**
4. **Secure and support the workpiece using clamps or bench vices.**
5. **Ensure the cord does not create a tripping hazard.**
6. **Faulty equipment must not be used. Immediately report suspect equipment.**

#### OPERATIONAL SAFETY CHECKS

1. **Check the workpiece for faults and defects.**
2. **Fit the correct cutter bit to the machine. Ensure cutter bit conforms to machine specifications.**
3. **Make all adjustments for depth of cut BEFORE connecting to the power source.**
4. **Ensure your workpiece is firmly secure & supported.**
5. **Keep fingers, hands and power cord clear of the bit.**
6. **Always consider the direction of rotation. This will determine the direction the router is to travel.**
7. **Allow the router to reach operating speed, then apply load gradually. Maintain a constant pace to avoid uneven finishes.**
8. **Keep the sole plate pressed firmly on the workpiece.**
9. **Maintain complete control. Always operate with both hands. Maintain a proper & steady footing at all times.**
10. **Make a series of shallow cuts when creating a deep recess. This is much safer and easier on the tool bit.**
11. **Do not apply excessive force – this could cause the cutter bit to burn the workpiece.**
12. **Turn off immediately after use. Do not place the router down until the cutter has stopped rotating.**

#### HOUSEKEEPING

1. **On completion, Leave the equipment and work area in a safe, clean and tidy state.**

## POTENTIAL HAZARDS

**◼ Moving, rotating & sharp parts ◼ Contact with cutting blade ◼ Dusts ◼ Kickback ◼ Movement of the workpiece ◼ Ejected material ◼ Eye injury ◼ Noise**

This SOP does not necessarily cover all possible hazards associated with the tool and should be used in conjunction with other references. It is designed to be used as an adjunct to teaching Safety Procedures and to act as a reminder to users prior to tool use.

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