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| **SAFE OPERATING PROCEDURE**  **ROUTER TABLE** | |
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| **DO NOT** use this machine unless you have completed an induction and the Supervisor and has given permission | |
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| Approved safety glasses must be worn at all times. | A dust mask *must* be worn when excessive airborne dust is created. |
| Foot Protection circleAppropriate protective footwear with uppers must be worn. | Protective clothing, overalls or a suitable workshop apron is encouraged. |
| Long and loose hair *must* be contained or restrained for some operations. | Hearing protection must be worn at all times when using the router table. |
| Prohibition circleRemove all exposed rings and jewellery. |  |

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### **DO NOT use faulty equipment – report this immediately to the Supervisor**

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

1. **Ensure your work area is suitable, safe, and free of slip and trip hazards.**
2. **Inspect the condition of the cutter bit to ensure it’s free of damage i.e. chips and burning.**
3. **If changing the cutter bit, unplug and isolate the router.**
4. **Ensure all guards and fences are in place and in good working order.**
5. **Familiarise yourself with the operation of the ON/OFF switch.**

#### OPERATIONAL SAFETY CHECKS

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.**
6. **Allow the machine to reach full speed before contacting the work piece.**
7. **Feed direction must be AGAINST the direction of rotation of the cutter bit.**
8. **Feed work piece slowly into the cutter bit and hold firmly against a fence.**
9. **Keep hands away from the cutting area. DO NOT attempt to remove any waste material which the cutter bit is moving.**
10. **If any unforeseen problems arise while routing, stop immediately.**
11. **Never leave the router running unattended.**

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| **NOTE: A very high risk of injury exists if guards and fences are removed** |

#### HOUSEKEEPING

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

## POTENTIAL HAZARDS

* + **Moving, rotating and sharp parts ◼ Excessive noise ◼ Electricity**
  + **Pinch and squash ◼ Eye injuries ◼ Dust and fumes**
  + **Kickback ◼ Ejected material**

## FORBIDDEN

* + **Freeform machining where no guards or fence is fitted is strictly prohibited.**

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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