Safe Work Procedure

**NOTE: DO NOT use this machine unless you have been trained in its safe use and operation.**

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| Description of Work: | | | Using a Plunge Router | | | | | | | | |
| Plunge Router | | | | | | **Potential Hazards:** Exposed moving parts and electrical hazard with the potential to cause harm through entanglement, impact and cutting, exposure to noise, dust, projectiles and sharp objects. | | | | | |
| **Personal Protective Equipment (PPE) Required** *(Check the box for required PPE*): | | | | | | | | | | | |
| hand protection Gloves | | dust mask Face Masks | | safety gogglesEyeProtection | face shield Welding Mask | | foot protection Appropriate  Footwear | | hearing prot Hearing Protection | safety apron Protective Clothing | |
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| **Safe Work Procedure Checklist:** | | | | | | | | | | | |
| 1. PRE-Operation/Task:   * Task (e.g. Drawings, instructions, specifications etc.) is clearly understood. * Ensure appropriate guarding is in place. * Choose the desired router bit and ensure it is securely installed. * Set the router to the desired height. * Ensure work piece is securely clamped. * Identify location of ON/OFF switch and emergency stop button (if applicable).   2. Operation/Task:   * Check, that bit runs ‘true’ and does not wobble. * Keep hands clear of work piece and away from routing blade. * Turn off machine at power point if changing the bit. * Exercise care when removing bit as it may be hot.   3. POST-Operation/Task:   * Switch off router before removing waste material. * Ensure good housekeeping practices are in place to minimise dust build-up. * Return router bits and router to storage area. | | | | | | | | | | | |
| **Competent Person(s):** (The following persons are authorised to operate, supervise and test students on the equipment/process). | | | | | | | | | | |
| **Name:** | **Title:** | | | | | | | **Contact Details:** | | |
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