



SAFE OPERATING PROCEDURE (SOP)

Router

DO NOT use this tool unless appropriately instructed in its safe use and operation and permission to operate has been given.

COMPULSORY PPE



Pre-Operational Safety Checks

1. Ensure your work area is suitable, safe and free of trip and slip hazards.
2. Inspect the condition of the cutter bit and ensure it is in good condition i.e. no chips or burning.
3. If changing the cutter bit, unplug and isolate the router.
4. Check the plunge adjustment and movement for accuracy.
5. Familiarise yourself with the ON/OFF switch on this router.

Operational Safety Checks

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

Housekeeping

1. Switch off and isolate the router after use.
2. Leave the work area in a safe, clean and tidy condition.

Procedure Reference	Version	Effective Date	Review Date	Page Number	Date Printed
Router-SOP	V1	1/09/2019	1/09/2022	1	2/09/19

Potential Hazards

1. Rotating and sharp parts
2. Ejected waste
3. Pinch and squash
4. Kickback
5. Eye injuries
6. Noise
7. Electricity
8. Dust and fumes

BE EXTREMELY CAUTIOUS OF THIS HIGH-SPEED TOOL – SEVERE KICKBACK CAN OCCUR

SPECIAL NOTES

No personnel are to use this equipment prior to obtaining:

- Competency in the correct use of the equipment
- Reading and fully understanding the operator's manual – can be located in the Recopak Manuals Draw (marked on Recopak Map)
- Reading the standard operating procedure
- Undergoing through practical training while properly supervised
- Supervisors to ensure SOP's are signed off

This SOP does not necessarily cover all possible hazards associated with this equipment or procedure and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to use.

Procedure Reference	Version	Effective Date	Review Date	Page Number	Date Printed
Router - SOP	V1	1/09/2019	1/09/2022	2	2/09/19