

## Safe Work Instruction - Router - Electric

**DO NOT** use this plant\* or complete this task unless you have been inducted in its safe use and operation by an Authorised Experienced Operator

This SWI may not cover all possible hazards and risks and should be referred to as a control measure in the risk assessment process. Additional training may be required for high risk plant/work. Site and task may change required PPE.

### PERSONAL PROTECTIVE EQUIPMENT



Eye protection must be worn



Long and loose hair must be contained or covered.



Hearing protection must be worn



Foot protection must be worn



Protective body clothing must be worn



Minimum P2 face mask or respirator must be worn when airborne dust or fumes are created

### POTENTIAL HAZARDS AND RISKS

- i Entanglement**  
Entanglement in moving parts
- i Slip, Trips, Falls**  
Slip, trip, fall due to workspace and walkways not being made clear
- i Other**  
Injury from contact with moving parts  
Cut injury from swarf
- i Manual Task Injury**  
Manual task injury from awkward body posture
- i Cutting, Stabbing or Puncturing**  
Injury from sharp edges or burrs  
Injury from sharp or flying object
- i Exposure to Dust/Fumes**  
Exposure to Dust

### PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete site specific risk assessment
- ✓ Complete visual plant check before operation
- ✓ Ensure you are familiar with plant operations and controls
- ✓ Ensure that guards are fitted, secured and functional in accordance with manufacturers guidelines
- ✓ Check workspace and walkways to ensure no slip-hazards are present
- ✓ Follow correct clamping procedures to ensure work is secure
- ✓ Check material for faults or defects
- ✓ Fit cutter to machine and make all adjustments for depth of cut, guides and other attachments with the power cord unplugged
- ✓ Ensure dust extractor hose is correctly attached when connected to router table

### OPERATING PROCEDURES

- ✓ Keep clear of moving plant parts
- ✓ Remove keys or spanners from plant
- ✓ Hold plant with both hands
- ✓ Keep fingers, hands and power cord free of cutter
- ✓ Allow motor to obtain full speed before making cut
- ✓ Keep sole plate pressed firmly on the work piece
- ✓ Turn motor off as soon as cut is finished
- ✓ Feed along at a sufficient rate to keep the bit cutting
- ✓ Use a safe working posture with stable stance
- ✓ Before making adjustments bring plant to a complete standstill and isolate

### ENDING OPERATIONS

- ✓ Allow plant to cool before performing any maintenance, refuelling or cleaning
- ✓ Switch off plant and remove cord from power outlet
- ✓ Ensure plant is in good working order and stored in the appropriate location

### DO NOT

- ✗ Do not use if plant is faulty. Attach an Out of Service tag and report fault to your supervisor
- ✗ Do not place the machine down until the cutter has stopped rotating
- ✗ Do not stand on wet surfaces when using router
- ✗ Do not use without an RCD
- ✗ Do not leave plant running unattended
- ✗ Do not wear loose jewellery
- ✗ Do not use mobile phone while operating plant

\*Plant in this SWI refers to any machinery, equipment, appliance, container, implement and tool.