



Title	Table Router Safety Procedure
Procedure	Table Router Safety Procedure 001
Date Approved	05/2017
Next Review	05/2018 or when a new machine or attachment is purchased or being used in the workshop for the first time by a member.
Distribution	All members
Location	Printed copy in Main filing cabinet, PC copy c:\my documents\Table Router Safety Procedure 001.doc
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Other relevant documents	Induction to machines procedure, Machines Safety Procedure, Grinder Safety Procedure Workshop Attendance procedure, Electrical Leads and electrical safety checks procedure
Document History	
Version	Notes
001	Second Issue no changes made.



SAFE OPERATING PROCEDURES

Table Router

DO NOT use this machine unless you have been instructed in its safe use and operation and then been approved and registered in the club as authorised to use it.



Safety glasses must be worn at all times in work areas.



Long and loose hair must be contained.



Appropriate footwear with substantial uppers must be worn.



Close fitting/protective clothing must be worn.



Rings and jewellery must not be worn.



Gloves must not be worn when using this machine.

PRE-OPERATIONAL SAFETY CHECKS

1. Ensure work area is clear of obstacles and trip hazards.
2. Check that the cutter is in good condition without chips or burning.
3. Locate and ensure you are familiar with the operation of the ON/OFF starter and E-Stop (if fitted).
4. When inserting or changing a cutter ensure the router is unplugged and isolated from the mains.
5. Check all guards / fences are in place and in good working order.
6. Adjust spindle speed to suit drill or cutter diameter.
7. Faulty equipment must not be used. Immediately report suspect equipment.

OPERATIONAL SAFETY CHECKS

1. Fit and tighten the correct cutter bit. Ensure it conforms to specifications.
2. Secure the router to the underside of the table and adjust the cutter depth.
3. All necessary fences must be in place to operate this equipment.
4. Jigs and templates are to be used wherever possible. Avoid free-form routing unless necessary where a jig or fence is impractical.
5. Check the function of all fences, jigs, fixtures and templates. Ensure all adjustments are secure before starting.
6. Note: The isolating switch on the table must be connected and operational.
7. Allow the machine to come up to full speed before contacting the work piece.
8. Feed direction must be **AGAINST** the direction of rotation of the cutter bit.
9. Feed work piece slowly into the cutter bit, and hold firmly against a fence.
10. Keep hands and fingers away from the cutting area. **DO NOT** attempt to remove any waste material while the cutter is moving.



11. If any unforeseen problems arise while routing, stop immediately, switch off and report the incident to a duty person. Never leave the router running unattended.

HOUSEKEEPING

1. Switch off and isolate the table router after use. Ensure all guards are closed.
2. Leave the machine in a safe, clean & tidy state.