



# Safe Work Procedure

## Biscuit Jointer

Department and Program: **Physical Plant Carpenter**

Date First Approved: **October 2018**

Date Updated: **February 2023**

Version 2.0 SWP-PP-CAR-002







*This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.*

**DO NOT perform this procedure until you have been appropriately trained and authorized to do.**

### Required Training

- Must be trained by experienced competent person

### Required Personal Protective Equipment and Devices

- |   |   |  |  |
|---|---|--|--|
|    | CSA Approved Safety Footwear Required             |   | No loose fitting clothing                  |
|    | Eye Protection Required                           |   | No jewelry, watches, rings, necklaces etc. |
|    | Long or loose hair must be tied back or contained |  | Hearing Protection Required                |
|  | Approved Dust Mask Required                       |  |  |

### Potential Hazards

- Loose knots or foreign materials in wood
- Cuts, lacerations and amputations
- Dust/debris irritation
- Noise

### Pre-Operational Safety Checks

- Inspect required personal protective equipment and replace if required.
- Ensure no slip/trip hazards are present in workspaces and walkways.
- Make sure guards, if present, are installed and are working properly.
- Faulty equipment must not be used. Immediately report suspect machinery.
- Locate and ensure you are familiar with the operation of the ON/OFF starter.

### Prohibited Activities

- Do not leave this equipment running unattended

### Safe Work Procedure

1. Wear appropriate personal protective equipment (PPE).
2. Make all adjustments with power cord unplugged.
3. Adjust angle guide and fence. Ensure that lock lever is secure.
4. Set depth of cut based on biscuit size. Mark cutting position on stock and clamp work piece securely to work bench.
5. Ensure power switch is in OFF position before plugging in. Check that cord is away from cutting path.
6. Turn ON the biscuit joiner before cutting head enters work piece
7. Hold biscuit joiner with both hands, align with mark on work piece. Push forward gently to extend blade into work piece until pre-set depth stop is reached.
8. Withdraw biscuit joiner to original position and switch power OFF.
9. Wait for machine to stop before setting down.
10. Clean up dust and debris with POWER OFF.

***If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.***

**REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY**

### Housekeeping

- Switch off the machine and reset all guards to a fully closed position.
- Leave the machine in a safe, clean and tidy state.

### Guidance Documents/ Standards/ Applicable Legislation/ Other:

#### Guidance Documents:

- Operator's Manual

#### CSA Standards:

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#### Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 12.3 Hearing Protection
- 16 Machine and Tool Safety

Date Written: 2017/08/08

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Date Revised: 2023/2/1

Approved By: Michael McCormick, Director of Physical Plant

Signature: 

Date Approved: 2023/2/1

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