



Safe Work Procedure Hand Held Router

Department and Program: Physical Plant Maintenance

Date First Approved: October 2018

Date Reviewed: February 2023

Version 2.0 SWP-PP-GEN-023

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 so.

Required Training

- Must be trained by experienced competent person

Required Personal Protective Equipment and Devices



CSA Approved Safety Footwear Required



Hearing Protection Required



No loose fitting clothing



No jewelry, watches, rings, necklaces etc.



Long or loose hair must be tied back or contained



Approved Dust Mask Required



Eye Protection Required

Potential Hazards

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

Safe Work Procedure

1. Wear appropriate personal protective equipment (PPE).
2. Make all adjustments with power cord unplugged.
3. Securely tighten cutter, and adjust depth of cut.
4. Ensure power switch is on OFF position before plugging in. Check that cord is away from cutting path.
5. Secure material
6. Turn router ON before cutting head enters work piece. Wait for cutter to reach maximum speed before using.
7. Two hands on the router.
8. Feed router into wood at moderate pace and in direction opposite from cutter rotation.
9. Keep router base flat against work piece during operation.
10. Remove cutter head out of work piece.
11. Turn router OFF.
12. Allow the router to stop rotating before setting machine down.
13. 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

- When servicing equipment power must be disconnected.

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
- 16.4, 16.14 & 16.35 Machine and Tool Safety

Date Written: 2017/08/11

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Date Revised:

Approved By: Michael McCormick, Director of Physical Plant

Signature: _____

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