



Safe Work Procedure Portable Planer

Department and Program: Physical Plant Maintenance
Date First Approved: October 2018
Date Reviewed: February 2023 Version 2.0 SWP-PP-GEN-033

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



Eye Protection Required



Long or loose hair must be tied back or contained



No loose fitting clothing



No jewelry, watches, rings, necklaces etc.



Approved Dust Mask Required

Potential Hazards

- Loose knots or foreign materials in wood
- Cuts and lacerations
- 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 switch.
- Disconnect power supply before making adjustments
- Make sure the blade is not contacting the work piece before the switch is turned on

Prohibited Activities

- Avoid cutting nails.
- Never stick your finger into the chip chute.
- Do not leave this equipment running unattended.

Safe Work Procedure

1. Empty dust collector bag and securely re-attach.
2. Wear appropriate personal protective equipment (PPE).
3. Make all adjustments with power cord unplugged.
4. Ensure power switch is on OFF position before plugging in. Clamp the stock into place or use a "stop block" to prevent movement. Do not work on unsecured stock unless it is heavy enough to stay in place.
5. Use two hands to operate portable planer - one on a trigger switch and the other on a front handle knob.
6. Rest the tool front base flat upon the work piece surface without the blades making any contact
7. Switch ON and wait until the blades attain full speed. Then move the tool gently forward.
8. Apply pressure on the front of tool at the start of planning, and at the back at the end of planning.
9. Turn portable planer OFF. Allow the portable planer to stop revolving before setting machine down.
10. When leaving the planer, switch off and set it with the front base up on a wooden block, so that the blades do not contact anything.
11. 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 listed below

REPORT ANY HAZARDOUS SITUATION TO YOUR SUPERVISOR IMMEDIATELY

Housekeeping

- Leave the machine in a safe, clean and tidy state.
- 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: 2017/08/16

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Date Revised:

Approved By: Michael McCormick, Director of Physical Plant

Signature: 

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