

Router/Trimmer Operation

Facility:	Written By:	Approved By:	Date Created:	Date of Last Revision

Hazards Present:	PPE or Devices Required:	Additional Training Required:
Exposed Bits-Cuts, Laceration,	Eye Protection	
Amputation	Hard Hat	
Electrical Shock	Hearing Protection	
Noise	Safety Footwear	
Sawdust/Projectiles in Eyes		
Sawdust Inhaled (possible toxicity)		
MSI- Hand/Arm/Wrist Injury		

Safe Work Procedure

1. Read and understand the manual that accompanies your router/trimmer.
2. Don personal protective equipment before beginning the task. Ensure clothing fits appropriately.
3. Inspect work area. Remove tripping hazards, garbage, cutoffs, etc. Ensure sawhorses or other support are stable and in good condition. Lighting must be adequate.
4. Ensure the tool is unplugged or battery removed. Inspect the following for defects: cord, switch, handles, plunge mechanism. If defects are identified, tool is to be red tagged and locked out. Notify supervisor for maintenance. Only qualified personnel may perform maintenance.
5. Ensure correct bit is installed for material being milled.
6. Inspect material to be milled for foreign objects; remove before proceeding.
7. Adjust milling depth. In some applications it may be necessary to take a number of progressively deeper passes.
8. Plug in and start the tool. Check for proper operation.
9. Do not start the tool with the bit in contact with the workpiece; this could cause a kickback.
10. Keep both hands firmly on the tool handles and use clamps to secure work. Keep hands away from the bit.
11. When switching off the tool, it is not usually desirable to let the bit come to a stop while in contact with the workpiece, as this causes burn marks. When lifting the tool away from the workpiece to shut it off, maintain control of the tool until the bit comes to a complete stop. Do not set the tool down with the bit still spinning.
12. Mill your material with firm footing and clear view of the blade. Be alert for conditions which could cause a kickback.
13. When finished, unplug the tool from the power source. Clear work area of debris.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<p style="text-align: center;">Guidance Documents/Standards:</p> <p>MB Workplace Safety & Health Act & Regulations: 2.1 Safe work procedures 6.13(1) Eye and face protectors 6.15(1) Respiratory Protective Equipment Part 8 Musculoskeletal Injuries Part 9 Working Alone 12.4 Hearing Protection 16.4 Machine and Tool Safety 16.14 Lockout 16.25(1) Hand Power Tools</p>	<p style="text-align: center;">This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years</p> <hr/> <p>Reviewed By WSH Committee:</p> <p>Date:</p>
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