

Safe Work Practice (SWP)

Name of Task Hand Held Router	
Department/Unit: Trades Programs, Maintenance	
Personal Protective Equipment or other required equipment and safety considerations: Eye protection, CSA approved footwear, approved dust mask, and hearing protection. Long hair must be tied back or contained. No loose fitting clothing, or jewelry (watches, rings or necklaces). .	
Hazards: Dust/debris irritation, noise, loose knots or foreign materials in wood, cuts, lacerations, amputations, projectile work pieces and pinched fingers.	
Required Training:	<ul style="list-style-type: none"> Hands on training with instruction for proper safety procedures. Read and understand General Safe Work Practices.
Steps to be taken to complete task safely:	
1	Pre-Operational Safety Checks: <ul style="list-style-type: none"> Inspect required personal protective equipment and replace if required. Ensure no slip/trip hazards are present in workspaces and walkways. Ensure guards, are installed and working properly. Locate and ensure you are familiar with the operation of the ON/OFF starter Make all adjustments with Power Off. Inspect required personal protective equipment and replace if required.
2	Prohibited Activities <ul style="list-style-type: none"> Do not leave equipment unattended while running.
3	Put on all required personal protective equipment.
4	Securely tighten cutter, and adjust depth of cut.
5	Turn router ON before cutting head enters work piece. Wait for cutter to reach maximum speed before using.
6	Feed router into wood at moderate pace and in direction opposite from the cutter rotation.
7	Keep router base flat against piece during operation.
8	Remove cutter head out of work piece when completed.
9	Turn router Off.
10	Allow the router to stop rotating before setting machine down.
11	Clean up dust and debris with Power Off.
12	Post-Operational Safety Checks: <ul style="list-style-type: none"> Ensure equipment is off Ensure ventilation openings and switch levers are kept clean. Ensure the equipment is safe, clean and tidy before you leave it.
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.	
Responsibilities, Completion and Review	
<i>Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</i>	

Completed by and Date:	Approved by:
Last Reviewed/Revised by and Date:	Note: This task will be monitored periodically to ensure compliance and effectiveness.