




## Safe Work Practice (SWP)

<b>Name of Task: Router/ Laminate Trimmer</b>	
<b>Department/Unit: Trades</b>	
<b>Personal Protective Equipment or other required equipment or other safety considerations:</b> <ul style="list-style-type: none"><li>• Eye Protection Required</li><li>• Long or loose hair must be tied back or contained</li><li>• No loose-fitting clothing</li><li>• No jewelry, watches, rings, necklaces etc.</li><li>• Hearing Protective Required</li><li>• CSA Approved Safety Footwear required</li><li>• Approved Dust Mask</li></ul>	
<b>Hazards:</b> <ul style="list-style-type: none"><li>• Loose knots or foreign materials in wood</li><li>• Cuts, lacerations and amputations</li><li>• Dust/debris irritation</li><li>• Noise</li><li>• Projectile work pieces from improper clamping</li></ul>	
<b>Required Training</b>	<ul style="list-style-type: none"><li>• Successful completion of NBCC Safety Course (Work Safely or Workplace Safety Practices)</li><li>• Shop safety orientation</li><li>• Read and understand SWP</li><li>• For students, practical demonstration and Instructor supervision required</li></ul>
<b>Pre-Operational Safety Checks</b>	<ul style="list-style-type: none"><li>• Inspect required personal protective equipment and replace if required.</li><li>• Ensure no slip/trip hazards are present in workspaces and walkways.</li><li>• Make sure guards, if present, are installed and are working properly.</li><li>• Faulty equipment must not be used. Immediately report suspect machinery.</li><li>• Locate and ensure you are familiar with the operation of the ON/OFF starter.</li><li>• Hold tool by insulated gripping surfaces</li><li>• Check the bit carefully for cracks or damage before operation</li></ul>
<b>Prohibited Activities</b>	<ul style="list-style-type: none"><li>• Feeding laminate trimmer in wrong direction</li><li>• Do not leave this equipment running unattended</li></ul>
<b>Steps to be taken to complete task safely:</b>	
1	Wear appropriate personal protective equipment (PPE).
2	Make all adjustments with tool 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	Set the tool base on the workpiece to be cut without the bit making any contact.
6	Then ON and wait until the bit attains full speed.
7	Move the tool forward over the workpiece surface, keeping the tool base flush and advancing smoothly until the cutting is complete.
8	When doing edge cutting, the workpiece surface should be on the left side of the bit in the feed direction.

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9	Remove cutter head out of work piece.
10	Turn OFF and allow the bit to stop rotating before setting machine down.
11	Clean up dust and debris with tool UNPLUGGED
	<p>If an emergency occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.</p> <p>REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY</p> <p><b>Housekeeping</b></p> <ul style="list-style-type: none"> <li>• Ensure equipment is unplugged.</li> <li>• Ensure the equipment and work area is safe, clean and tidy before you leave it.</li> <li>• Return cutting bits to their proper storage containers</li> </ul>
<b>Responsibilities, Completion and Review</b>	
<p><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></p>	
<p>Completed by and Date: Ashley Ritchie, 1/28/2021</p>	<p>Approved by: </p>
<p>Last Reviewed / Revised by and Date:</p>	<p>Note: This task will be monitored periodically to ensure compliance and effectiveness.</p>

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