

# STANDARD OPERATING PROCEDURE

## CNC Router

**DO NOT use this machine unless you have been trained and assessed to a competent level in its safe use and operation, and have been given permission to use this equipment.**



Safety glasses must be worn when operating this equipment.



Long and loose hair must be contained when operating this equipment.



Safety footwear must be worn when operating this equipment.



Close fitting/protective clothing must be worn when operating this equipment.



Rings and jewellery must not be worn when operating this equipment.



Hearing protection must be used when operating this equipment.

### PRE-OPERATIONAL SAFETY CHECKS

1. Ensure that risk assessment has been read. **UQ risk assessment task ID # 36697.**
2. Ensure no slip/trip hazards are present in workspaces and walkways.
3. Locate and ensure you are familiar with the operation of the keypad START/PAUSE functions and the E-Stop.
4. Check that all guards are in position and the dust extraction pick-up is installed correctly and positioned to maximise dust extraction.
5. Check that all tools are sharp before starting machine.
6. Open table vacuum hold down system for table zone 1 and/or zone 2 as required.
7. Do not store tools or parts on any area of the machine.
8. Check that daily pre-start checklist has been completed. If not, perform all checks by completing and signing checklist.
9. Faulty equipment must not be used. Immediately report suspect machinery.

### OPERATIONAL SAFETY CHECKS

1. Never leave the machine running unattended.
2. The operator must hold the keypad at all times whilst the machine is operating.
3. Do NOT stand or lean on machine whilst it is in operation.
4. Stand clear of the machine during operation ensuring no body parts encroach inside the table perimeter.
5. Never attempt to remove swarf or off-cuts by hand whilst the machine is operating.
6. Press PAUSE, & wait for spindle to retract and come to a complete standstill before reaching in/over table.
7. Wait for gantry to stop at HOME or PARK position before removing parts and waste stock.

### HOUSEKEEPING

1. Switch off the equipment and engage E-stop.
2. Return all tooling and fixtures to the correct storage location.
3. Clean router table and workspace with a vacuum cleaner.
4. Leave the machine and work area in a safe, clean and tidy state.
5. Return surplus material to stock & dispose of waste material in an appropriate recycling or waste bin

### POTENTIAL HAZARDS

- Inhalation of dust particles
- Contact with hot and/or sharp cutters at point of operation & during cleaning & adjustment
- Pinch points
- Noise exposure
- Eye injuries
- Flying chips

### FORBIDDEN

- Removal or modification of safety devices
- Leaning over the router table during operation
- Distracting operator

This SOP does not necessarily cover all possible hazards associated with the machine and should be used in conjunction with other references. It is designed to be used as an adjunct to teaching Safety Procedures and to act as a reminder to users prior to machine use.