

STANDARD OPERATING PROCEDURE

Power Jointer - Hand Held

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.



Safety footwear must be worn when operating this equipment.



Particle mask or respirator to be worn when machining operation generates dust/particulates.



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



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



Hearing protection must be worn where noise levels are in excess of the 85 dB(A) occupational exposure limit.



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

PRE-OPERATIONAL SAFETY CHECKS

1. Ensure that risk assessment has been read. **UQ risk assessment task ID # 45078.**
2. Ensure no slip/trip hazards are present in workspaces and walkways.
3. Check equipment is fitted with a current electrical safety test tag
4. Examine the power cord for damage
5. Machine power source must be isolated (not plugged in) while cutters are being installed
6. Locate and ensure you are familiar with the operation of the ON/OFF starter.
7. Make all adjustments only when the machine is turned off and unplugged from the power source.
8. Faulty equipment must not be used. Immediately report suspect machinery.

OPERATIONAL SAFETY CHECKS

1. Never leave the machine running unattended.
2. Set the fence height and the correct biscuit "size" adjustment knob to assure accurate positioning and correct depth for cutting (slotting).
3. Allow motor to attain full speed before use.
4. Use a safe working posture with stable stance
5. Do not apply excessive force – this could cause the cutter blade to burn the workpiece
6. Do not attempt to cut material beyond the capacity of the machine
7. Secure work with clamps or a vice, freeing both hands to operate the equipment
8. Never apply side pressure to slow down a cutting blade
9. Turn off immediately after use. Do not place the machine down until the blade has stopped rotating

HOUSEKEEPING

1. Switch off the equipment.
2. Return all tooling and fixtures to the correct storage location.
3. Leave the machine and work area in a safe, clean and tidy state.
4. Return surplus material to stock & dispose of waste material in an appropriate recycling or waste bin

POTENTIAL HAZARDS

- Flying chips
- Inhalation of dust particles
- Eye injuries
- Noise exposure

FORBIDDEN

- Removal or modification of safety devices
- 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.