

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 068 – ROUTER - HAND-HELD

1. PURPOSE AND SCOPE

Minimum requirements for safe use of hand-held electric routers at Illusions Australia.

Applies to routing timber and approved sheet products using suitable cutters, guides and jigs.

2. AUTHORISATION AND COMPETENCY

Only competent workers may operate hand-held routers.

Operators must understand cutter direction, feed direction, kickback, depth adjustment, guarding, dust extraction and isolation.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Eye protection.
- Hearing protection.
- Safety footwear.
- Respiratory protection where extraction does not adequately control dust.
- Close-fitting clothing and restrained hair.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Router, base, handles, switch and lead/battery are serviceable.
- Correct cutter is sharp, undamaged, secure and rated for the router.
- Depth is appropriate and not excessive for one pass.
- Workpiece is clamped/secured.
- Guide, fence or template is secure where used.
- Dust extraction is connected where required.
- Cutter path is clear of nails, screws and supports.

5. SAFE OPERATING PROCEDURE

1. Disconnect power/remove battery before fitting or adjusting cutters.
2. Set cutter depth and guide arrangement.
3. Secure the workpiece.
4. Start extraction.
5. Grip the router firmly with both hands where designed.
6. Start with cutter clear of the work and allow full speed.
7. Feed in the correct direction to oppose cutter rotation and maintain control.

8. Use multiple shallow passes rather than one excessive cut.
9. Keep the base firmly supported.
10. Switch off and wait for cutter to stop before lifting/set-down.
11. Isolate before clearing jams or making adjustments.

6. PROHIBITED PRACTICES

Workers must not:

- Change cutters while energised.
- Use damaged or incorrectly rated cutters.
- Take excessive depth in one pass.
- Feed in a direction that causes uncontrolled self-propelling/climb cutting unless specifically planned and controlled.
- Route unsecured workpieces.
- Place hands near the cutter path.
- Set the router down while cutter is rotating.

7. KICKBACK AND FEED DIRECTION

Incorrect feed or excessive cut can cause sudden router movement.

- Use normal opposing feed direction.
- Maintain two-handed control.
- Use shallow passes and secure guides.

8. DUST AND CUTTER ACCESS

Routing can generate large quantities of fine dust and exposes a high-speed cutter.

- Use extraction.
- Keep hands separated from cutter.
- Isolate before cutter access.

9. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Stop for cutter loosening/breakage, abnormal vibration, kickback, damaged base/guard, electrical fault or extraction failure.

Isolate before inspection.

10. SHUTDOWN AND HOUSEKEEPING

- Switch off and wait for cutter to stop.
- Disconnect/remove battery.
- Allow cutter to cool.
- Vacuum dust.
- Store router/cutters safely.
- Report defects.

11. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate the hazard or energy source where safe to do so.
3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

12. STOP WORK REQUIREMENT

Work must stop where:

- Workpiece cannot be secured.
- Correct cutter/guide is unavailable.
- Dust control is inadequate.
- Router or cutter is defective.
- The cut cannot be made with stable control.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

Document	SWP 068 – Router - Hand-Held
Document Type	Safe Work Procedure
Prepared By	Aidan McDonnell
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Status	Controlled Document