

~ FABRICATION ~



OPERATING INSTRUCTIONS



INTRODUCING

the



OVERHEAD ROUTER



Wadkin Overhead Router, wood workshop. For use with wood only

Access Level 2 (see Wood Workshop induction Guide on Access Levels)

Routing into hard and soft woods and wood-based board only

PPE Basic

- Suitable workcoat (provided)
- Safety glasses, Goggles or Faceshield rated to BS/EN 166 (provided)
- Dust Filter Mask, rated to FFP1 or 2 (provided)
- Ear Defenders or Ear Plugs, rated to BS/EN352 (provided)
- Stout footwear

What to do before use

- CHECK machine isolator is in the OFF position
- VISUAL check of the machine for signs of damage to machine or electrical supply system
- IF STUDENT, report any faults to any member of workshop academic/technical staff
- IF STAFF, log the fault via the Fault Reporting Log Book - then email technical team to report if machine requires maintenance or servicing and whether it will be out of operation and for how long
- ENSURE CORRECT Router Bit type is fitted for the job BEFORE use.
- A brief RUNNING CHECK of the fitted Router Bit / cutter tool, i.e. under power is RECOMMENDED - watching & listening for reportable faults
- Fixed GUARDS fitted and in good condition?
- AREA AROUND the machine - slippery from settled wood dust, offcut obstructions?
- ADEQUATE overhead/natural/machine lighting?
- SAFETY ACCESSORIES such as push sticks, templates, clamps, fences and stops are present and not damaged too badly?

- **Push sticks, push blocks, bespoke templates with handholds have a MINIMUM SAFE recommended distance of 200mm from hand point to exterior profile of cutting tool.**

How to Use This Overhead Routing machine

- **Refer to any OPERATING INSTRUCTIONS given during training or timetabled workshops**
- **ACRYLICS or METALS must NOT be used on this machine**
- **ENSURE only 1 person is operating, and IN CONTROL of, the Overhead Router. If a second person is ASSISTING with the take-off of long sections, they MUST NOT pull the work through**
- **ENSURE you are wearing the correct PPE; usually Workcoat, Goggles or Faceshield, Dust Mask and (if adjoining processes in operation, Ear Defenders or Plugs), Sturdy boots also recommended in a workshop environment**
- **SET MACHINE GUARDS – to clear correct machine fences that can be fitted. You should ALLOW ENOUGH SPACE between work and guard for GOOD VISUAL AWARENESS of markings and cut.**
- **SET CUTTING fences / guides or stops BEFORE starting work**
- **SWITCH ON LEV/Extraction System**
- **ENABLE power to machine using isolator key-switch and/or ON lever switch**
- **SWITCH ON using START control button, and allow to run up to speed for a few seconds BEFORE continuing**
- **PLACE WOOD on machine table in a STABLE POSITION (i.e. non-rocking) and ENSURE wood is NOT touching the running cutter tool at start up**
- **Take a FIRM GRIP of the wood, ENSURING (gloveless) fingers are NEVER in-line with the cutter tool**
- **SLOWLY ease the cutting tool into wood, CHECKING that the blade is cutting EFFICIENTLY and STEADILY through material**
- **ALLOW cutting tool to exit wood SLOWLY - to ensure that fingers do not suddenly slip forward into cutting area.**
- **USE A PUSH STICK, push blocks, bespoke templates with handholds if must handle work CLOSER than 200mm from blade in cut direction.**
- **STOP machine using normal Stop button**
- **DO NOT use the EMERGENCY STOP button to stop the machine in normal operation**
- **CLEAR wood and offcuts from the machine table and dispose of wood waste in a SUITABLE waste bin – NOT general waste**
- **USE a hoover or portable extract machine to CLEAR wood dust from table and floor**

- **NEVER** use a sweeping brush and pan **OR** blow wood dust off surfaces
- **ALLOW** LEV/Extract to run for at least a minute to **CLEAR** the room of residual dust
- **ISOLATE** machine (or switch to **OFF**)
- **NEVER** exchange operators whilst machine is running
- **ENSURE** complete mechanical **STOP** of machine **BEFORE** handover and power is **ISOLATED**.

Date

I verify that I have read and understood the information detailed within this document

Name

Signature