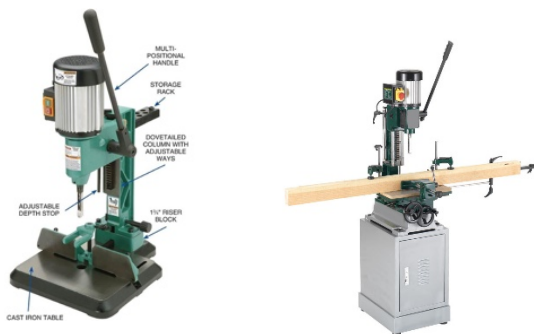


Safe Operating Procedure MORTISE MACHINE

DO NOT use this equipment unless you have been instructed in its safe use and operation and given prior permission.

PERSONAL PROTECTIVE EQUIPMENT

 CLOSE FITTING PROTECTIVE CLOTHING MUST BE WORN	 FOOT PROTECTION MUST BE WORN	 EYE PROTECTION MUST BE WORN	 HAIR MUST BE CONTAINED	 GUARDS MUST BE USED	 SWITCH OFF WHEN NOT IN USE	 PINCH POINT CAN CAUSE SEVERE PERSONAL INJURY	 NO RINGS OR JEWELLERY TO BE WORN
							



PRE-OPERATIONAL SAFETY CHECKS

- Read Operators Manual and Risk assessment.
- Keep work area clean and tidy.
- Ensure no slip/trip hazards are present in the workspace or walkway.
- Check the condition of the auger and chisel. They should be kept sharp at all times.
- Check the operation of all fences, holding clamps and machine guards.
- Check all adjustments and settings carefully before commencing task.
- Faulty equipment must NOT be used. IMMEDIATELY report suspect equipment.

OPERATIONAL SAFETY CHECKS

- The working area should be well lit, clean and free of debris.
- Inspect machine for broken or missing parts. Inspect cords for frays or cuts. Lock out machine and report the problem to management/arrange for repairs if cord is damaged.
- Inspect lumber for foreign materials -- (nails, screws, etc.).
- Layout and mark work pieces for the mortises to be cut. Transfer a reference line showing the desired depth of cut onto the front face of the work piece.
- Always select the correct auger and chisel set for the mortise to be drilled and install them in the chuck.
- Use the correct key and tighten the chuck uniformly when the auger bit is inserted.
- Always remove the chuck key before starting the mortising machine.
- Place the stock on the table against the fence.
- Set the depth stop as follows: Lower the chisel to the bottom of your depth reference line then adjust the depth stop against the stop plate to prevent the chisel from lowering any further.
- Loosen the fence locking levers and adjust the fence until the work piece is positioned with the mortise to be

Date of last review	Name	Signature
---------------------	------	-----------

SOP 013 – MORTISE MACHINE © V1 07/2016

OPERATIONAL SAFETY CHECKS (Cont.)

- cut centred on the chisel. When positioned correctly, lock the fence in place by tightening the levers.
- ✓ Never attempt to drill material that does not lie flat on the table. Irregular shaped work should be securely held in a jig, vice or clamp.
- ✓ Set the work piece on the table so that the chip clearing slot of the chisel faces the direction you will move the work piece to make your next cut.
- ✓ Tighten the table clamp to hold the work piece securely against the fence.
- ✓ Lower the work piece hold-down until slightly above the work piece and tighten.
- ✓ MAKE SURE THE TWO SLIDE PLATES OF THE CHUCK COVER ARE CLOSED AND THEIR LOCK KNOBS ARE TIGHTENED SECURELY.
- ✓ MAKE SURE THE CHISEL AND BIT ARE PROPERLY INSTALLED AND THAT THE BIT CHUCK AND CHISEL LOCK LEVER ARE TIGHTENED SECURELY.
- ✓ Turn the Power "ON". Check that the machine runs without vibration or shaking. Visually check that the bit does not wobble.
- ✓ Keep clear of moving machine parts.
- ✓ Proceed with cut. Lower the chisel into the work piece using a steady even pressure until it bottoms out on the depth stop.
- ✓ Raise the chisel. Re-position work piece to continue the cut. Repeat cuts with a slight overlap until mortise is complete.
- ✓ The workpiece should be moved so that the chisel is releasing chips into the already cut part of the workpiece.
- ✓ Allow the auger bit to cut at its own speed without applying excessive pressure.
- ✓ Keep hands clear of the auger and chisel when the machine is running.
- ✓ Do not remove waste material from the table while the machine is running.
- ✓ Turn OFF power when finished.
- ✓ Never leave the machine running unattended.

ENDING OPERATIONS AND CLEAN UP












- ✓ Switch off the machine when work completed.
- ✓ Remove milling cutters and store them safely.

- ✓ Before making adjustments and measurements or cleaning swarf accumulations, switch off and bring the machine to a complete standstill.
- ✓ Clean bench and work area & place all waste material in bin.
- ✓ Leave the machine in a safe, clean and tidy state.







MAINTENANCE

- ✓ Maintenance must only be performed by qualified personnel in accordance with the Maintenance section of the Operators Manual.
- ✓ Ensure all equipment has been tested and tagged as per applicable state/territory regulations.
- ✓ This Safe Operating Procedure DOES NOT apply to any equipment that has been modified outside manufacturer's specifications.

POTENTIAL HAZARDS AND INJURIES

-  Burns from hot materials or friction.
-  Sharp chisel / auger bits.
-  Ejected waste
-  Noise.
-  Pinch & squash.
-  Splinters.
-  Inhalation of wood dust particles
-  Eye injuries.
-  Hair/clothing getting caught in moving machine parts.
-  Skin irritation.
-  Flying debris.

DON'T

-  DO NOT operate equipment without wearing appropriate PPE
-  DO NOT remove waste material from the table while the machine is running.
-  Do not use the machine with any guard removed.
-  Do not use heavy pressure.
-  NEVER leave the machine running unattended.
-  Do not use faulty equipment. Immediately report any suspect equipment & apply a **DO NOT USE** tag.

Date of last review	Name	Signature
---------------------	------	-----------

SOP 013 – MORTISE MACHINE © V1 07/2016

