

Safe System of Work
OPERATING AND SAFETY INSTRUCTIONS FOR BISCUIT JOINTER

Name: Training Date:.....

	Instruction	Understood ✓ or X
1	Explained that safety equipment must be used at all times and why - goggles, ear protection and dust extraction must be provided and used.	
2	Explained what a biscuit jointer does and what dangers it can pose.	
3	Explained how to set the biscuit jointer by using a marking gauge.	
4	Explained where to place hands when using and how best to keep the machine still and level.	
5	Explained what maintenance is needed to keep the biscuit jointer in good condition.	
6	Explained how to do a join using our top shelving and stainless biscuit products.	
7	Explained how to set machine from scratch and any other functions on machine.	
8	Explained how to check blade for any damage and sharpness.	
9	Explained how to change blade safely.	
10	Explained that only trained personnel use this machinery unless being fully supervised for training purposes and that only trained personnel are to change blades.	

I have received the above training and fully understand every point that was explained to me. I confirm that I will wear the required PPE equipment when using the above machinery and take all steps to ensure my own safety. I will ask for further training if I need to and will immediately inform the Supervisor or Manager if there are any issues with the machinery.

Name:

Signed: Date:.....

I confirm that I have trained the aforementioned person and that they fully understand how to use the above machinery, have received the required PPE equipment and know to inform me immediately of any issues with the machinery or if they require further training. I authorise this person to use the machinery detailed above.

Name:(Authorised Trainer)

Signed Date: