

**Safe System of Work**  
**OPERATING AND SAFETY INSTRUCTIONS FOR ALL PORTABLE PLUNGE**  
**ROUTERS**

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 why we don't wear loose clothing and tie back long hair when operating the router.	
3	Explained why it is important to turn off the router and unplug when adding attachments or changing cutters.	
4	Explained how to change a cutter.	
5	Explained why the operator should use clamps or a professional router mat when using to cut wood.	
6	Explained in which direction to move router to prevent timber splintering and prolonging the life of a cutter.	
7	Explained what maintenance is required to keep router in good working order.	
8	Explained how to use the depth stop.	
9	Explained how to switch off the router properly.	
10	Explained why it is important not to use blunt cutters and damaged attachments.	
11	Explained that only trained personnel use this machinery unless being fully supervised for training purposes.	

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: .....