

# SAFETY OPERATING PROCEDURES

## Drill Press

**DO NOT use this drill press unless a teacher has instructed you in its safe use and operation and has given permission.**



Safety glasses must be worn at all times in work areas.



Sturdy footwear must be worn at all times in work areas.



Rings and jewellery must not be worn.



Long and loose hair must be contained.



Close fitting/protective clothing must be worn.



Gloves must not be worn when using this machine.

IT IS EXPECTED THAT THESE PROCEDURES BE FOLLOWED AND MAINTAINED IN ALL INSTANCES

Should an incident occur it is imperative it is reported to your instructor or call 9-911.

Please leave all as it is so a review can take place.

### PRE-OPERATIONAL SAFETY CHECKS

1. Check workspace and walkways to ensure no slip-hazards are present.
2. Check that the drill chuck guard is in position.
3. Ensure the chuck key (if used) has been removed from the drill chuck.
4. Locate and ensure you are familiar with the operation of the ON/OFF starter and E-Stop (if fitted).
5. Follow correct clamping procedures to ensure work is secure.
6. If the job obstructs the walkway erect a barricade.
7. Adjust spindle speed to suit drill or cutter diameter.
8. Faulty equipment must not be used. Immediately report suspect equipment.

### OPERATIONAL SAFETY CHECKS

1. Never leave the Drill Press while it is running.
2. Before making adjustments or before cleaning swarf accumulations switch off and bring the machine to a complete standstill.
3. Feed downwards at a sufficient rate to keep the drill cutting.
4. Feed with care as the drill breaks through the underside of the work.
5. Use a safe working posture (beware of hair catching).

### HOUSEKEEPING

1. Switch off the machine.
2. Leave the machine in a safe, clean and tidy state.

### POTENTIAL HAZARDS

- Hair/clothing entanglement - rotating spindle/drill
- Eye injuries
- Flying swarf/chips
- Sharp edges & burrs

This SOP does not necessarily cover all possible hazards associated with the machine and should be used in conjunction with other references. It is designed to be used as an adjunct to teaching Safety Procedures and to act as a reminder to users prior to machine use.