

SAFE OPERATING PROCEDURE



DRILL PRESS

DO NOT use this machine 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.



Long and loose hair must be contained or constrained.



Appropriate footwear with substantial uppers must be worn.



Close fitting, protective clothing or a workshop apron is encouraged.



Rings and jewellery must not be worn.



Hearing protection may be required for some drilling operations.

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.
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, cutter diameter and type of material.
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 accumulated swarf, 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 clothing or hair catching in the drill chuck or bit.

HOUSEKEEPING

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

POTENTIAL HAZARDS

- Entanglement in rotating spindle or drill
- Eye injuries
- Flying swarf or chips
- Sharp edges and burrs
- Hot surfaces or drill bits

Date of last review _____

Signature _____