SAFE OPERATING PROCEDURES
Drill Press

DO NOT use this machine unless you have received authorization from the Shop Manager

Safety glasses must be worn at all times.
Sturdy close-toed footwear must be worn at all times in work areas.
Rings and jewelry must not be worn.

Long and loose hair must be contained.
Close fitting/protective clothing must be worn. Roll up long sleeves.
Gloves must not be worn when using this machine.

POTENTIAL HAZARDS AND INJURIES

Hair/clothing/gloves getting caught in moving spindle (entanglement or amputation possible).
Flying swarf and chips (eye injury).
Sharp edges and burrs (cuts).
Fingers being caught in pulley nip points (amputation).

PRE-OPERATIONAL SAFETY CHECKS

Locate and ensure you are familiar with all machine operations and controls.
Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
Check workspaces and walkways to ensure no slip/trip hazards are present.
Ensure the chuck key (if used) has been removed from the drill chuck or use a spring loaded chuck key.
Follow correct clamping procedures to ensure work is secure.
Erect a barricade if the work piece obstructs the walkway.
Unplug and lock-out machine before attempting any maintenance or when adjusting spindle speeds.

SAFE OPERATING PRACTICES

Before making adjustments or before cleaning swarf accumulations, switch off and bring the machine to a complete standstill.
Feed downwards at a sufficient rate to keep the drill cutting.
Feed with care as the drill breaks through the underside of the work.
If power fails, turn machine off and retract drill bit from workpiece.

ENDING OPERATIONS AND CLEANING UP

Switch off the machine and wait until spindle comes to a complete stop.
Leave the machine in a safe, clean and tidy state.
Do not remove swarf using your hand. Instead, use a chip brush.

DON'T

Do not use faulty equipment. Immediately report suspect equipment.
Never leave the machine running unattended.
Do not hold the item being drilled with your hands. Use a clamp.