

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.