



EH&S/General Safety
SHOP SAFETY

Procedure No.: SS-DP

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Issue Date:

Review Date:

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WARNING!

Do not use this machine unless an instructor or shop supervisor has instructed you in the safe use and operation and has authorized you to operate this equipment!

| | |
|----------------------|------------------------------------------|
| Equipment/Machine: | DRILL PRESS |
| Make/Model Number: | |
| Description of Work: | Using a drill press (bench or pedestal). |

Potential Hazards: *Exposed moving parts and electrical hazard with the potential to cause harm through entanglement, exposure to heat, dust, projectiles and sharp objects.*

Personal Protective Equipment (PPE) Required (Check the box for required PPE)

| | | | | | | |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  |  |  |  |  |  |  |
| Gloves | Face Masks | Eye Protection | Hearing Protection | Safety Footwear | Protective Clothing | Welding Mask |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Safe Work Procedure Checklist:

1. PRE-Operation:

- Task (e.g. Drawings, instructions, specifications etc) is clearly understood.
- Drill bit is tight in chuck and chuck key has been removed.
- Make sure guarding is in place and in good condition.
- Work piece is securely clamped.
- Correct drill speed has been set.
- Where necessary, ensure depth stop for drill has been set or wood to be drilled is rested on scrap.
- Identify ON/OFF switch and emergency stop button (if applicable).

2. DURING Operation:

- Check that drill runs 'true' and does not wobble.
- Keep hands clear of work piece and away from rotating tool.
- Back out frequently to clean and cool the drill bit.
- Turn off machine before belt speeds are changed.

3. POST-Operation:

- Switch off the drill before removing chips and shavings from the drill table.
- Return clean drill bit to drill rack and clamps to their storage area.
- Make sure good housekeeping practices are in place to minimize dust build-up.