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| Author: Kevin Arne Title: Prototyping Labs Supervisor Date: 5/4/2022 | |
| #1 Process  (if applicable) | Drill holes in metal, wood or plastic. |
| #2 Equipment | Drill Press |
| #3 Personal Protective Equipment (PPE) | * Eye protection * Minimum shop PPE |
| #4 Environmental /  Ventilation controls. | Equipment is securely mounted or bolted to the floor. |
| #5 Required training or approval | * Drill Press training * Review and observe general safety practices outlined in the MKRSPC MNL. * Refer to the manufacturer’s operating manual for all operating procedures. |
| #6 Inspection requirements before use | * Visually inspect the entire machine including power supply. Notify a staff member in the event of any defects or malfunctions. * Ensure all safety shields and guards are in place prior to turning the machine on. * Ensure all body parts, clothing, hair, jewelry and other objects are clear of the work area and other moving parts before starting the machine. * Ensure all work holders, clamps and vices are tightened enough to hold the stock while working. Never hold the part being worked in your hand. * Ensure the stock table has a piece of material that allows pass through of the bit without damaging the table itself. Make sure the material is fastened securely to the existing table. * Before starting the press, ensure the depth gauge is set properly. |
| #7 Safe operating procedures or precautions | * Select drilling speed carefully. * Never attempt to remove a drill bit from the chuck by engaging the power. * Do not stop the rotation of the bit or any rotating or moving machinery parts by hand. * All belts and pulleys must be guarded. If frayed belts or pulleys are observed, the press must be taken out of service and the belts or pulleys replaced. * Stop the machine immediately if odd noise or excessive vibration occurs. * Only properly sharpened drill bits and cutting tools in good condition should be used. Dull drill bits and chipped or broken cutting tools must be removed from service. * Disconnect the drill press from power source and follow lock out/tag out procedures for stationary presses or manufacturer’s instructions for table mounted/portable presses if making repairs or servicing. * Clean up the area once you are finished. * If there are any questions regarding safety, ask a staff member for help. |
| #8 Chemicals/ spill procedures/waste disposal | N/A |
| Author Signature: Date: | |