|  |  |
| --- | --- |
| Author Name: Brady S Ryan Title: Manager, CoMotion Labs @ Spokane Date: 3/26/20 | |
| #1 Process  (if applicable) | Drill holes in metal, wood or plastic. |
| #2 Equipment | Drill Press. |
| #3 Personal Protective Equipment (PPE) | Safety glasses plus 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 Shop Equipment Safety Guidelines. * 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. * Check the area to be sure people are alert and wearing PPE. * 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 | * Never leave the key in the chuck. Do not let go of the key until it is free of the chuck and secured in its proper holding place. * Select drilling speed carefully. Denser stock must be drilled at a very low speed. * The correct drill speed and plunge speed for the specific material and drill bit must be used. Stop the machine before making adjustments or measurements. * 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. * Do not leave tools, bits or excess pieces of stock on the press table. * 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. |
| #8 Chemicals/ spill procedures/waste disposal | Not applicable |
| Author Signature: Date: | |

Note: converting the “Fluke 215 Safety Policies” document to a standalone document that outlines the general overview: wear close toed shoes, don’t be tired or intoxicated, etc. This will be referenced but not included in each SOP. Policies below:

# General Safety Practices

* Wear closed toed shoes when in Fluke 215; sandals are not acceptable.
* Use personal protective equipment as necessary. Consult staff if unsure.
* Consult the manufacturer's operating manual for all operating procedures or ask staff for help.
* Do not modify or attempt to maintain/repair equipment.
* Children may not accompany users when working in the space; children are only allowed in organized tours and with prior notice and supervision.
* Do use Fluke 215 if you are intoxicated or tired.
* Food is not allowed near any equipment.
* Clean up after yourself. Leave the space cleaner than you found.