

SAFETY TOOL BOX MEETING

No. 40 - DRILLING MACHINES

1. Do not hold work pieces by hand. Always use a clamp, vice or jig.
2. Do not remove chips and swarf with your hands. Use a brush or wooden stick.
3. Use the guard provided.
4. If the drill is fitted with a tripping device, make sure that the end of the trip is set as low as possible, and is operational before starting work.
5. Keep cleaning rags and cotton waste away from the revolving drill, it may catch and fly around.
6. Always make sure that the chuck keys and drifts are removed before starting the drill.
7. If the work comes loose, stop the drill and tighten the holder.
8. Do not talk to others while using the drill.
9. When adjusting the drill height, keep well away from the hand-feed lever.
10. Avoid drill breakage by easing off the feed while breaking through.
11. Support thin material.
12. Only use sharp, properly ground drills.
13. Wear eye protection when actually drilling.

I have given the above talk to all men under my control.

Signed:

Company
Rev 1

Date 24-01-07