

# Drill Press

1. Make sure that your **FACE SHIELD OR SAFETY GLASSES** and **SAFETY GUARDS** are in place before you start the drill press.
2. Keep the work area and floor clean and free of oil, grease and debris.
3. Always tie back long hair and keep your head and clothes well away from all moving parts of the drill press and never operate with gloves.
4. Operate only after you have received instruction and permission from the instructor.
5. Select only drills that are sharp, in good condition and suitable for the job.
6. Remove **CHUCK KEYS/WRENCHES** from the drill chuck before starting the machine. **Never** secure **CHUCK KEYS/WRENCHES** to the column of drill press with a chain.
7. **CLAMP THE WORK SECURELY** to the table before starting the machine. Attempting to hold the work under the drill with one hand can result in serious and painful injuries.
8. Operate drills at the proper speed and feed. Forcing or trying to feed too quickly can cause drills to break or splinter with the chance of serious injuries.
9. If work slips from the clamp, never attempt to stop it with your hands. Never reach around or behind any rotating drill. Use a V-block for round stock.
10. Always ensure that the machine has been locked out before you attempt to change the belt for speed regulation.
11. If the drill sticks in the work, stop the motor and rotate the drill by hand to free it from the work.
12. As the drill begins to break through the work, ease up on the drilling pressure and allow the drill to break through gradually.
13. File or scrape all burrs from drilled holes. Be sure that the file is fitted with a proper handle.
14. Always clear away chips and curls with a **HAND BRUSH** only when the machine has come to a complete stop— do not use your hands!
15. Always reference the owner's manual before operating and servicing equipment.

**AT ALL TIMES – IF IN DOUBT, STOP! ASK YOUR INSTRUCTOR**