



## Drill Press Safety Guidelines

### Operating Precautions:

- Always wear safety glasses or goggles when using a drill press.
- Make sure drill press is properly secured either to the floor or to a bench-top if it is a bench-top model.
- Never wear gloves, a tie, loose clothing, a watch, rings, or jewelry when using a drill press. Tie long hair back or secure under a cap.
- Support the underside of the stock to be drilled.
- Center punch the drill-hole location.
- Use a clamp or vise to securely fasten the stock to the drill press table. ***Never attempt to hand-hold stock while drilling.***
- Insert bit into drill chuck and tighten with the chuck key. Remove chuck key from the drill chuck before starting the drill press.
- Make all drill press adjustments with the power shut off.
- Keep hands and fingers at least two inches from rotating drill bits.
- When drilling metal, use cutting oil to lubricate the bit.
- Do not exceed the recommended speeds for the type and size of drill bit being used or composition of the stock being drilled.
- When drilling deep holes, frequently raise the drill bit from the hole to remove cuttings and cool the bit
- Never stop the rotation of the drill chuck and spindle with your hands or fingers.
- If a drill bit binds, turn off the drill press and carefully turn drill chuck backwards by hand to free the drill bit.
- Clean the drill press table and work area upon completion of the drilling task. Use a brush or vacuum. ***Never use compressed air to clean the work area.***

For additional information, or if you have any concerns, please contact the UC Berkeley Office of Environment, Health and Safety at 510.642.3073.

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