

(Your Business Name Here) – Safe Work Procedure

DRILL PRESS

DO NOT use this equipment unless you have been instructed in its safe use and operation and have been given permission

PERSONAL PROTECTIVE EQUIPMENT



Safety glasses must be worn at all times in work areas.



Long and loose hair must be contained.



Gloves must not be worn.



Sturdy footwear must be worn at all times in work areas.



Close fitting/protective clothing must be worn.



Rings and jewellery must not be worn.

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Locate and ensure you are familiar with all machine operations and controls.
- ✓ Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- ✓ Check workspaces and walkways to ensure no slip/trip hazards are present.
- ✓ Ensure the chuck key (if used) has been removed from the drill chuck.
- ✓ Follow correct clamping procedures to ensure work is secure.
- ✓ Erect a barricade if the job obstructs the walkway.
- ✓ Adjust the spindle speed to suit drill or cutter diameter.

OPERATIONAL SAFETY CHECKS

- ✓ Before making adjustments or before cleaning swarf accumulations, switch off and bring the machine to a complete standstill.
- ✓ Feed downwards at a sufficient rate to keep the drill cutting.
- ✓ Feed with care as the drill breaks through the underside of the work.
- ✓ Use a safe working posture.

ENDING OPERATIONS AND CLEANING UP

- ✓ Switch off the machine when work completed.
- ✓ Leave the machine in a safe, clean and tidy state.

POTENTIAL HAZARDS AND INJURIES

- ⓘ Hair/clothing getting caught in moving machine parts.
- ⓘ Eye injuries.
- ⓘ Flying swarf and chips.
- ⓘ Sharp edges and burrs.

DON'T

- ✗ Do not use faulty equipment. Immediately report suspect equipment.
- ✗ Never leave the machine running unattended.
- ✗ Do not hold the item being drilled with your hands. Use a clamp.

This SWP does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use.

This information is based on material published by the South Australian Department of Education and Children's Services.