

Safe Operating Procedures Drill Press

DO NOT use this machine unless you have been through the check out process on its safe use and operation.



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



Long and loose hair must be contained or restrained.



Appropriate footwear with substantial uppers must be worn.



Close fitting, protective clothing or a workshop apron is encouraged.



Rings and jewellery must not be worn.



A mask must be worn when excessive airborne dust is created.

PRE-OPERATIONAL SAFETY CHECKS

1. Visually check the area to ensure no slip or trip hazards are present in the workspace.
2. Check all adjustments and settings carefully before commencing.
3. Faulty equipment must not be used. Immediately report suspect machinery to the Shop Manager. Report issues in the SLACK #woodshop channel. Post a sign on equipment and or lock it out as needed.

SAFETY POINTS

1. Never wear gloves when operating the drill press.
2. Never raise or lower the table while stock is affixed to the table.
3. Always hold work in a vise or clamp to the drill table.
4. Only Drill wood in the Drill press located in the wood shop. You may use the drill in the Metal shop for other materials.
5. Do not service machine unless it has come to a complete stop and is locked out. This includes removing debris, and cleaning the table. This includes changing speed or adjusting material hold downs.
6. Do not store the chuck key in the chuck. Do not leave the chuck key in the chuck after adjusting the chuck.
7. Always tighten your bit in the chuck using more than one key slot.
8. Never leave the machine running unattended.
9. Always wear safety glasses when working with the drill press.
10. It is recommended that you wear hearing protection when needed.
11. Ensure that you use proper clamping techniques for your material. For example if you are drilling a round object, secure it in a cradle using 1 or more clams.
12. Be careful when removing bits that you do not drop them on the table or floor as you loosen the chuck.

GENERAL OPERATION

1. Follow all safety points above while using the drill press.
2. Ensure that the Drill press is in the power off state. Unplug it if you are unsure.
3. Check and set the correct speed for your drilling operation.
4. Affix your drill bit in the chuck. Remember to use at least 2 key holes and that your bit is in the centre of the jaws.
5. Line up and secure your material to the table. Adjust the table height and position if needed.
6. Turn on the drill press. Note that the start button can take a little extra force to compress.
7. Pull down the drill arm to move the drill bit into your material as needed.
8. Once you have finished your operation, shut the machine off using the stop button. Wait for the drill to come to a complete stop before you do any other activity.
9. Remove or adjust your material as needed for additional drill operations.

HOUSEKEEPING

1. Leave the machine, floor and workspace in a safe, clean and tidy state. Use the shop vacuum to clean up an excess material from your drilling. You should try to leave it better than you found it if possible. 😊

POTENTIAL HAZARDS & RISKS

- | | | |
|---|--------------------|----------------|
| ■ Rotating shafts and moving components | ■ Noise | ■ Entanglement |
| ■ Abrasive and sharp surfaces | ■ Pinch and squash | ■ Eye injury |
| ■ Wood dust | ■ Ejected waste | |

Date reviewed: _____

Signature: _____

Signature: _____