

SAFE OPERATING PROCEDURES

Drill Press

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



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



Long and loose hair must be contained.



CSA approved footwear must be worn at all times in work areas.



Close fitting/protective clothing must be worn.



Rings and jewelry must not be worn.



Gloves must not be worn when using this machine.

PRE-OPERATIONAL SAFETY CHECKS

1. Check workspace and walkways to ensure no slip-hazards are present.
2. Ensure the chuck key (if used) has been removed from the drill chuck.
3. Locate and ensure you are familiar with the operation of the ON/OFF starter and emergency stop button.
4. Follow correct clamping procedures to ensure work is secure.
5. Do not drill thin sheet stock without secure clamping. Use a punch if possible.
6. Adjust spindle speed to suit drill diameter and material.
7. Faulty equipment must not be used. Immediately report suspect equipment to your instructor.

OPERATIONAL SAFETY CHECKS

1. Never leave the drill press while it is running.
2. Before making adjustments or before cleaning swarf accumulations switch off and bring the machine to a complete standstill.
3. Feed downwards at a sufficient rate to keep the drill cutting.
4. Feed with care as the drill breaks through the underside of the work.

HOUSEKEEPING

1. Switch off the machine when finished drilling.
2. Leave the machine and surrounding area in a safe, clean, and tidy state.

POTENTIAL HAZARDS

- Rotating machinery--entanglement
- Eye injuries
- Flying chips
- Sharp edges & burrs

This SOP does not necessarily cover all possible hazards associated with the machine and should be used in conjunction with other references. It is designed to be used as an adjunct to teaching Safety Procedures and to act as a reminder to users prior to machine use.