

STANDARD OPERATING PROCEDURES

Drill Press

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



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



Long and loose hair must be contained.



CSA 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. Check that the drill chuck guard is in position.
3. Ensure the chuck key (if used) has been removed from the drill chuck.
4. Locate and ensure you are familiar with the operation of the ON/OFF starter and E-Stop (if fitted).
5. Follow correct clamping procedures to ensure work is secure.
6. If spindle speed needs adjusting consult instructor for assistance.
7. Faulty equipment must not be used. Immediately report suspect equipment.

OPERATIONAL SAFETY CHECKS

1. Never leave the Drill Press while it is running.
2. Before making adjustments or before cleaning wood/metal 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.
5. Use a safe working posture (beware of hair catching).

HOUSEKEEPING

1. Switch off the machine.
2. Leave the machine in a safe, clean and tidy state.

POTENTIAL HAZARDS

- Hair/clothing entanglement - rotating spindle/drill
- Eye injuries
- Flying wood/metal shavings