

# Drill Press Operations – Safe Work Procedure

**Purpose:** To provide staff with a list of procedures to ensure they are protected against potential hazards associated with Drill Press Operations.

**Hazards:** Work involving fine wood dust, wood chips and other combustible materials. Hazards include pinch, crush, inhalation hazard, and struck by flying debris or objects.

**WARNING: DO NOT use this machine unless you have been trained in its safe use and operation. Failure to comply could result in severe injury.**

## **General Safety**

- Never start work without proper authorization & training.
- **Personal Protective Equipment (PPE):** eye protection, including protective glasses or goggles, hearing protection (when equipment is in use) and long pants. Hearing protection can include earmuffs or ear plugs based on the sound level.
- Tie back and cover hair, no loose clothing and no jewelry should be worn.
- **Do Not** wear gloves when operating a drill press.

## **Before DRILL PRESS OPERATIONS**

- Ensure no slip/trip hazards are present in workspaces and walkways.
- Locate and be aware of the operation of the ON/OFF switch or E-stop.
- Make sure guards are present, installed and working.
- Ensure the chuck key has been removed from the drill chuck before operation.
- Disconnect power supply before changing or adjusting tools and equipment.
- Make sure the guards operate as required.
- Remove all adjusting keys, wrenches and tools used in the setup from the work area.
- Follow correct clamping procedures to ensure work is secure.
- Set RPM based on the size of the drill bit and the material being used.
- Make sure long material extends to the left of the operator. Material extending on the left can strike the machine vs material extending on the right can strike the operator.
- Ensure the path of the tool will not damage the machine or accessories.

## **During DRILL PRESS OPERATIONS**

- Keep hands away from all rotating drill bits.
- Allow motor to reach full speed before starting the drilling processes.
- Use a peck drilling process to help reduce swarf buildup.
- If you need to stop drilling because of excess swarf, loose or stuck drill bit, or need for additional lubrication, shut down the drill press and wait for the rotating drill to stop moving before proceeding.
- Do not leave machine running while unattended.
- Shut OFF the power supply to the motor and allow rotation to stop before mounting/removing accessories.

## **After DRILL PRESS OPERATIONS have been completed**

- Collect all waste/debris and place in appropriate containers.
- Inspect equipment to ensure no damage has occurred, guards and other devices are in good condition and in place. Record any damage as per the Technology Education Safety Manual.
- If equipment is damaged or inoperable follow lockout procedures.

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