

WOODCRAFT MANNINGHAM – Safe Work Procedure

13 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.



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.

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Locate and ensure you are familiar with all drill press operations and controls.
- ✓ Check workspaces to ensure no slip/trip hazards are present.
- ✓ Ensure the chuck key has been removed from the drill chuck.
- ✓ Follow correct clamping procedures to ensure work is secure.
- ✓ Adjust the spindle speed to suit drill or cutter diameter.
- ✓ Align work surface with drill bit so as not to put side load on the drill bit.

OPERATIONAL SAFETY CHECKS

- ✓ Examine the material to be drilled for splits, loose knots & nails, etc.
- ✓ Select the correct sized drill bit. Tighten securely in the chuck.
- ✓ Ensure the workpiece is secure & well supported in a convenient position for drilling.
- ✓ Hold or secure the work piece securely to control any kickback from the rotational torque.
- ✓ Keep hands and fingers well clear of moving parts. Allow the drill to reach operating speed, then apply load gradually. Do not apply excessive force.
- ✓ Back the drill bit out regularly to clear away waste.
- ✓ Avoid prolonged drilling. This will overheat the drill bit.
- ✓ Adjust feed rate sufficient rate to keep the drill cutting.
- ✓ Feed with care when the drill breaks through the underside of the work.
- ✓ Back out the drill bit before turning the motor off..

ENDING OPERATIONS AND CLEANING UP

- ✓ Take care removing drill bits after use. They will be very hot.
- ✓ Take extra care when cleaning away metal swarf. It is very sharp and will cut.
- ✓ Switch off the drill press 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.
- ⓘ Burns from hot drill bits

DON'T

- ✗ Do not use faulty equipment. Immediately report suspect equipment.
- ✗ Never leave the machine running unattended.

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