Safe Work Procedure

**NOTE: DO NOT use this machine unless you have been trained in its safe use and operation.**

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| Description of Work: | | | Using a Drill Press | | | | | | | | |
| Drill Press  http://static.howstuffworks.com/gif/productImages/7/8/00000112678-Craftsman12InchBenchDrillPressOR20401-large.jpeg | | | | | | **Potential Hazards:** Exposed moving parts and electrical hazard with the potential to cause harm through entanglement, impact and cutting, exposure to heat, dust, projectiles and sharp objects. | | | | | |
| **Personal Protective Equipment (PPE) Required** *(Check the box for required PPE*): | | | | | | | | | | | |
| hand protection Gloves | | dust mask Face Masks | | safety gogglesEyeProtection | face shield Welding Mask | | foot protection Appropriate  Footwear | | hearing prot Hearing Protection | safety apron Protective Clothing | |
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| **Safe Work Procedure Checklist:** | | | | | | | | | | | |
| 1. PRE-Operation/Task:   * Task (e.g. Drawings, instructions, specifications etc.) is clearly understood. * Drill bit is tight in chuck and chuck key has been removed. * Ensure appropriate guarding is in place and in good condition. * Ensure work piece is securely clamped. * Correct drill speed has been set. * Where necessary, ensure depth stop for drill has been set or wood to be drilled is rested on scrap. * Identify ON/OFF switch and emergency stop button (if applicable).   2. Operation/Task:   * Check, that drill runs ‘true’ and does not wobble. * Keep hands clear of work piece and away from rotating tool. * Back out frequently to clean and cool the drill bit. * Turn off machine before belt speeds are changed.   3. POST-Operation/Task:   * Switch off the drill before removing chips and shavings from the drill table. * Return clean drill bit to drill rack and clamps to their storage area. * Ensure good housekeeping practices are in place to minimise dust build-up. | | | | | | | | | | | |
| **Competent Person(s):** (The following persons are authorised to operate, supervise and test students on the equipment/process). | | | | | | | | | | |
| **Name:** | **Title:** | | | | | | | **Contact Details:** | | |