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 protectionGloves | dust maskFace Masks | safety gogglesEyeProtection | face shieldWelding Mask | foot protectionAppropriateFootwear | hearing protHearing Protection | safety apronProtective Clothing |
| [ ]  | [ ]  | [x]  | [ ]  | [x]  | [ ]  | [x]  |
|  **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.
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| **Competent Person(s):** (The following persons are authorised to operate, supervise and test students on the equipment/process). |
| **Name:** | **Title:** | **Contact Details:** |