

STANDARD OPERATING PROCEDURE

DRILL PRESS

**ONLY TRAINED PERSONNEL
AUTHORISED TO OPERATE THIS MACHINE**



Identified Hazards

- Hair / Clothing Entanglement - Rotating Parts
- Eye Injuries
- Electricity
- Sharp Edges and Burrs
- Flying Swarf / Chips

Personal Protective Equipment Requirements to Operate



Other | Additional PPE Requirements: Restrain long / loose hair, remove / contain loose jewellery, wear no gloves

Operating Instructions

Pre-Operational Safety Checks

- Inspect the power tool for obvious damage, including lead, plug end and guarding and that the machine has a current electrical safety tag.
- Ensure suitable & safe work area provided with adequate lighting, free from congestion & tripping hazards.
- If the job obstructs the walkway erect a barricade.
- Ensure the chuck key (if used) has been removed from the drill chuck.
- Locate and be familiar with the operation of the ON/OFF switch and emergency stop button.
- Adjust the spindle speed to suit the drill or cutter diameter.
- Electrically isolate the tool from the power supply if unsafe, making repairs or adjustments, or servicing.

Operational Safety Checks

- **NEVER** operate a faulty piece of equipment. Report any faults, problems or hazards **IMMEDIATELY**.
- Ensure required PPE is available and worn.
- Ensure the work piece is secure & well supported. Use a vice or clamp to hold the material secure where necessary.
- Do not use excessive force.
- Before making any adjustments or before cleaning accumulation of swarf, bring the machine to a complete standstill.
- Feed downwards at a sufficient rate to keep the drill cutting.
- Feed with care as the drill breaks through the underside of the work.
- Assume a safe working posture when operating (risk of hair entanglement).
- Do not leave machine unattended when operational.
- Clean up and dispose of debris from the work area both during and upon completion of the task.

REFER TO THE MANUFACTURER'S OPERATIONAL MANUAL FOR FULL SAFETY REQUIREMENTS