



SAFE WORK PROCEDURE DRILL PRESS

LIMITATIONS AND SPECIFIC DANGERS

- ✓ Drill press machines are very powerful machines. They have the ability to grab work pieces and quickly rotate the material, possibly causing an injury. Large pieces of timber can be held safely by hand if small holes are being drilled. Larger drill bits will grab the material, sometimes quite violently. Small pieces of material (wood, plastic, metals) should be clamped and held securely to make a stable and safe situation. Unfortunately, experience will be the best guide as to what is needed when holding a piece of material that is to be drilled. Ask someone if you are unsure of the safety aspects.
- ✓ Hands must be kept well clear of the drilling action.

OTHER SAFETY ASPECTS

- ✓ Do not use this machine unless you have been instructed in its safe use and operation.
- ✓ **Covered footwear and eye protection must be worn (Minimum is safety glasses but it is recommended to use a face shield)**
- ✓ Long or loose hair must be contained, and clothing must be close fitting.
- ✓ Ensure the work area is free of any trip hazards or obstructions before commencing operations. Keep the work area clear of such hazards while working.
- ✓ The drill press must always be operated by only one person. This includes turning the machine on/off and feeding the timber into the blade. Please note that a second person may be needed to support longer pieces of timber.
- ✓ Ensure assistants or bystanders are not at any risk from the drilling operation.

PRE-OPERATIONAL ASPECTS

- ✓ Do not use faulty equipment. Immediately report faults to the convenor or persons responsible and, if appropriate, tag out the drill press.
- ✓ Plan drilling procedures. For full depth holes, adjust the table to do the job.
- ✓ Always ensure the work is NOT in contact with the blade when starting the machine.

OPERATIONAL ASPECTS

- ✓ Insert and tighten the drill bit ensuring it has been captured by all 3 jaws.
- ✓ Always remove the chuck key immediately.
- ✓ Always drill the material evenly and smoothly with gentle downward pressure to ensure effective control while drilling.
- ✓ Do not use excessive force when drilling.
- ✓ Never brush away off-cuts while the machine is running. Wait until the drill comes to a complete stop before removing materials.
- ✓ Never leave the machine running unattended.
- ✓ Before making any adjustments, switch off the drill and wait until it stops.
- ✓ Stop the machine immediately if it develops a problem, particularly if it starts to make loud noises.

POST-OPERATIONAL ASPECTS

- ✓ When finished, remove the drill bit, leaving the machine ready for the next person to operate.
- ✓ Clean work area and saw of sawdust and dispose of any unwanted offcuts.

REMEMBER: THE ONUS IS ON YOU TO WORK SAFELY