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| **SAFE OPERATING PROCEDURE****DRILL PRESS** |
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| **DO NOT** use this machine unless you have completed the induction and a supervisor has given you permission |
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| Safety glasses must be worn at all times in work areas. | Hair Protection circleLong and loose hair must be contained or constrained. |
| Foot Protection circleAppropriate footwear with substantial uppers must be worn. | ApronClose fitting, protective clothing or a workshop apron is encouraged. |
| **Prohibition circleProhibition circle**Rings and jewellery must not be worn. | Hearing protection may be required for some drilling operations.Hearing Protection circle |



### **PRE-OPERATIONAL SAFETY CHECKS**

1. **Check workspace and walkways to ensure no slip-hazards are present.**
2. **Check that the drill chuck guard is in position.**
3. **Ensure the chuck key (if used) has been removed from the drill chuck.**
4. **Locate and ensure you are familiar with the operation of the ON/OFF starter and E-Stop.**
5. **Follow correct clamping procedures to ensure work is secure.**
6. **If the job obstructs the walkway erect a barricade.**
7. **Adjust spindle speed to suit drill, cutter diameter and type of material.**
8. **Faulty equipment must not be used. Immediately report suspect equipment.**

##### **OPERATIONAL SAFETY CHECKS**

1. **Never leave the Drill Press while it is running.**
2. **Before making adjustments or before cleaning accumulated swarf, switch off and bring the machine to a complete standstill.**
3. **Feed downwards at a sufficient rate to keep the drill cutting.**
4. **Feed with care as the drill breaks through the underside of the work.**
5. **Use a safe working posture. Beware of clothing or hair catching in the drill chuck or bit.**

##### **HOUSEKEEPING**

1. **Switch off the machine.**
2. **Leave the machine in a safe, clean and tidy state.**

##### **POTENTIAL HAZARDS**

◼ **Entanglement in rotating spindle or drill** ◼ **Eye injuries** ◼ **Flying swarf or chips**

◼ **Sharp edges & burrs** ◼ **Hot surfaces or drill bits**

This SOP does not necessarily cover all possible hazards associated with the tool and should be used in conjunction with other references. It is designed to be used as an adjunct to teaching Safety Procedures and to act as a reminder to users prior to tool use.

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