

STANDARD OPERATING PROCEDURES

Drill Press

DO NOT use this machine unless you have received authorization from the Shop Coordinator



Safety glasses must be worn at all times.



Sturdy closed-toe footwear must be worn at all times in work areas.



Gloves must not be worn when using this machine.



Long and loose hair must be contained.



Close fitting/protective clothing must be worn. Roll up long sleeves.



Rings and jewelry must not be worn.

Potential Hazards and Injuries

- Hair /clothing / gloves getting caught in moving spindle (entanglement or amputation possible).
- Flying swarf and chips (eye injury).
- Sharp edges and burrs (cuts).
- Fingers being caught in pulley nip points (amputation).

Pre-Operational Safety Checks

- Locate and ensure you are familiar with all machine operations and controls.
- Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- Check workspaces and walkways to ensure no slip/trip hazards are present.
- Ensure the chuck key (if used) has been removed from the drill chuck or use a spring-loaded chuck key.
- Follow correct clamping procedures to ensure work is secure.
- Erect a barricade if the work piece obstructs the walkway.
- Unplug and lock-out machine before attempting any maintenance or when adjusting spindle speeds.

Safe Practices During Operation

- Before making adjustments or before cleaning swarf accumulations, switch off and 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.
- If power fails, turn machine off and retract drill bit from workpiece.

Ending Operations and Cleaning Up

- Switch off the machine and wait until spindle comes to a complete stop.
- Leave the machine in a safe, clean and tidy state.
- Do not remove swarf using your hand. Instead, use a chip brush.

DON'T

- Do not use faulty equipment. Immediately report suspect equipment.
- Never leave the machine running unattended.
- Do not remove swarf using your hand. Instead, use a chip brush.
- Do not hold the item being drilled with your hands. Use a clamp.

SOP must be used in conjunction with an effective training program