

Safe Work Procedure

Bench or Floor Drill Press

Facility:	Written By:	Approved By:	Date Created	Date of Last Revision:

Hazards Present:	PPE or Devices Required:	Additional Training Required:
Gloves becoming caught Loose clothing becoming caught Jewelry becoming caught	Steel toed boots Face shield Safety glasses	Operator training/certification

Safe Work Procedure:
<ol style="list-style-type: none"> 1 Read and understand instruction manual before operating drill press 2 If you are not thoroughly familiar with the operation, obtain instruction from supervisor or other competent person 3 Do not operate will under the influence of medications, drugs or alcohol 4 Always wear eye protection 5 Guards and shield should be in place and used at all times 6 Secure the material to be drilled securely with clamps or vise 7 Adjust the speed of the drill as required 8 Remove the chuck key from the chuck before starting the drill 9 Make all adjustments with the power off 10 Securely lock the drill bit into the chuck 11 Shut off the power when you have completed drilling and remove the drill bit from the chuck 12 Clean the table of debris before leaving the machine

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards: MB Workplace Safety & Health Act & Regulations: 6 Personal Protective Equipment 8 Musculoskeletal Injuries 16 Machine, Tools and Robots	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years Reviewed By Worker Rep/WSH Committee: Date:
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