

SAFE WORK PROCEDURE

Drill Press

This task may only be performed by trained personnel

	Written By:	Approved By:	Date Created: 27 February 2009	Date of Last Revision: 27 February 2009
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<p>Hazards Present:</p> <ul style="list-style-type: none"> Steel filings – Potential for eye injury due to flying particles Spinning drill bit - Potential for serious injury to body parts Movement of piece being drilled – Potential for serious injury to body parts 	<p>Personal Protective Equipment (PPE) or Devices Required:</p> <ul style="list-style-type: none"> Eye protection Safety Footwear Do not wear loose clothing or jewelry 	<p>Additional Training and Guidance Documents:</p> <ul style="list-style-type: none"> Safety Orientation Safe Work Procedure 2.1 WSH 6.13 (1) WSH 6.12 (1)
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Safe Work Procedure:
<ol style="list-style-type: none"> 1. Inspect drill prior to use by referring to the safe work practices or manufacturers recommendation. 2. Inspect work area before beginning work ensuring that it is free from potential hazards to reduce the risks of tripping and falling. 3. Select appropriate drill bit for job being performed ensuring that drill bit is sharp and not damaged. 4. Ensure the switch is in the “off” position before proceeding to Step 4. 5. Insert drill bit in chuck and tighten securely and ensure that chuck key is turned in all three positions. 6. Adjust work rest to appropriate height for work being performed. 7. Clamp work securely in vise ensuring vise is securely fastened to work rest. 8. Turn drill to “on” position ensuring that the drill bit is not wobbly or vibrating. 9. Advance drill to material being drilled. 10. Apply steady pressure until hole is complete. 11. Retract drill bit, turn to “off” position, allow drill to come to a complete stop before removing material from vise. 12. If drill jams during operation, turn switch off before attempting to repair. 13. Do not attempt to brush away filings while drill is in operation. 14. When job completed ensure that work area is cleaned using brush provided and sweep filings off of the floor.

<p>This safe Job Procedure must be reviewed and readily available on each worksite that it will be used.</p> <p>I have read the Safe Job Procedure for Drill Press Operation. I understand the potential hazards and will follow this procedure to ensure my safety.</p> <p>We authorize: _____ (Print Name)</p> <p>Worker Signature _____</p> <p>Supervisor Signature _____</p> <p>Date: _____</p>	<p><i>This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum every three years</i></p>
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