



## Drill Press

Developed by:	Approved by:	Date created:	Last revision:
Jason M. Moffatt	G. Kaluzniak	January , 2016	December 1, 2022
Possible Hazards Present	Personal Protection Required	Additional Training	
<ul style="list-style-type: none"> <li>- Gloves becoming caught</li> <li>- Loose clothing becoming caught</li> <li>- Jewelry becoming caught</li> </ul>	<ul style="list-style-type: none"> <li>- Steel toed boots</li> <li>- Safety Glasses</li> </ul>	<ul style="list-style-type: none"> <li>- PPE</li> <li>- Operator Training</li> </ul>	
<ol style="list-style-type: none"> <li>1. Read and understand instruction manual before operating drill press.</li> <li>2. If you are not thoroughly familiar with the operation, obtain instruction from supervisor or other competent person.</li> <li>3. Do not operate while under the influence of medication, drugs or alcohol</li> <li>4. Always wear eye protection.</li> <li>5. Guards and shield should be in place and used at all times.</li> <li>6. Secure the material to be drilled securely with clamps or vise.</li> <li>7. Adjust the speed of the drill as required.</li> <li>8. Remove the chuck key from the chuck before starting the drill.</li> <li>9. Make all adjustment with the power off.</li> <li>10. Securely lock the drill bit into the chuck.</li> <li>11. Shut off the power when you have completed drilling and remove the drill bit from the chuck.</li> <li>12. Clean the table of debris before leaving the machine.</li> </ol>			
<b>Documentation/Legislation</b> Workplace Safety and Health Regulation, M.R. 217/2006  6 Personal Protective Equipment 8 Musculoskeletal Injuries 16 Machine, Tools and Robots		<b>This Safe Work Procedure will be reviewed anytime the task, equipment or materials change and at a minimum every three years.</b>	