

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	Steel toed boots	Operator training/certification
Loose clothing becoming caught	Face shield	
Jewelry becoming caught	Safety glasses	

Safe Work Procedure:

- 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 while 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 a 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

<p align="center">Guidance Documents/Standards:</p> <p>MB Workplace Safety & Health Act & Regulations:</p> <p>6 Personal Protective Equipment</p> <p>8 Musculoskeletal Injuries</p>	<p>This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years</p>
	<p>Reviewed By WSH Committee:</p> <p>Date:</p>