

Doweling Machine Use

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| Facility: | Written By: | Approved By: | Date Created: | Date of Last Revision |
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| Hazards Present: | PPE or Devices Required: | Additional Training Required: |
|-------------------------|---------------------------------|--------------------------------------|
| Debris in eyes | Eye Protection | Operator Manual |
| Cuts | Hearing Protection | |
| Strains/Sprains | Steel Toed Boots | |
| Slips/Trips | Hard Hat | |
| Moving Part | | |

Safe Work Procedure:

Horizontal Drilling:

- 1) Set the fence to the desire width
- 2) Place the work piece on to the table
- 3) Adjust the drilling height to the proper height
- 4) Set the hydraulic hold down clamps to the appropriate height
- 5) Remove the work piece and ensure that the spindle head is shut off and perform a “dry” run with no material to observe any potential obstructions and the current drilling depth
- 6) Make any adjustments as required
- 7) Ensure that the safe zones are respected
- 8) Re-insert the work piece to the stop bar, turn on the spindle head switch
- 9) Step on the foot pedal and allow the spindle head and cutters to cut the desired dowel holes
- 10) Remove your foot from the foot pedal, this will allow for the drill bits to retract from the material
- 11) Step on the foot pedal again to re-drill the hole
- 12) Remove your foot from the foot pedal and allow the spindle head to quit turning
- 13) Remove the work piece
- 14) Follow the same procedure for subsequent pieces

Vertical Drilling

- 1) Ensure that there are no possible obstructions in the path of the rotating head
- 2) Loosen the lever and locking pin to allow for the rotation of the spindle head
- 3) Set the head to the vertical position by engaging the “over turn blocking button” and manually engage the selector to the desired degree, generally 90 degrees
- 4) Tighten the overturn lever
 - a. Follow the same steps as for horizontal drilling

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

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| Guidance Documents/Standards: MB Workplace Safety & Health Act & Regulations: | 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 WSH Committee: Date: |