

# Safe Operating Procedure

## Pedestal or Vertical Drill



### PERSONAL SAFETY:



### PRE OPERATIONAL SAFETY CHECKS:

- Check workspace and walkways to ensure no slip / trip hazards are present;
- Check that the drill chuck guard is in position;
- Ensure the chuck key (if used) has been removed from the drill chuck;
- Locate and ensure you are familiar with the operation of the ON/OFF starter and E-Stop (if fitted);
- Ensure work is clamped and will not shift;
- If the job obstructs the walkway erect a barricade;
- Adjust spindle speed to suit drill or cutter diameter;
- Faulty equipment must not be used. Immediately tag out and report suspect equipment;
- Inspect drill bit for notches, cracks or bends and replace if necessary;
- **Do not use GLOVES when operating the Drill Press.**

### POTENTIAL HAZARDS:

- Entanglement;
- Slips, trips and falls;
- Flying swarf / chips (projectiles);
- Eye injury;
- Sharp edges and burrs;
- Cuts and abrasions;
- Material handling.

### OPERATIONAL SAFETY PRACTICES (CONTROLS):

- Never leave the Drill Press while it is running;
- Before making adjustments or before cleaning swarf accumulations switch off and bring the machine to a complete standstill;
- Feed downwards at a sufficient rate to keep the drill cutting;
- Feed with care as the drill breaks through the underside of the work;
- Use a safe working posture (beware of hair catching).

### HOUSEKEEPING:

- Switch off machine when work is completed;
- Isolate and Lock out power supply during maintenance;
- Leave the machine and work area in a safe, clean, & tidy condition.