

Safe Work Procedure		Drill Press																																	
Department / Area: Physical Plant Services	Approved By: Regional Manager of Physical Plant Services	Date Created: September 5 2014	Review Date:  Revised date:																																
<b>Potential Hazards:</b> <b>Fill in those that apply</b> <table border="0"> <tr> <td><b>H</b></td> <td><b>M</b></td> <td><b>L</b></td> <td><b>Risk for Injury</b></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Sharp points / edges – spinning drill bit</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Rotating parts - entanglement</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Awkward / Sustained postures – standing</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Pinch points</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Extreme heat – hot parts due to friction</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Cutting oil burn</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Other – debris thrown from bit</td> </tr> </table>		<b>H</b>	<b>M</b>	<b>L</b>	<b>Risk for Injury</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sharp points / edges – spinning drill bit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rotating parts - entanglement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Awkward / Sustained postures – standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pinch points	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Extreme heat – hot parts due to friction	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cutting oil burn	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other – debris thrown from bit	<b>Personal protective equipment / devices required / other safety considerations:</b> <ul style="list-style-type: none"> <li>➤ Gloves to retrieve sharp, jagged, or hot material</li> <li>➤ Eye Protection / Goggles and Face Shield</li> <li>➤ Appropriate closed toe footwear</li> <li>➤ Secure loose clothing, hair, jewelry, or draw strings from hoods that could become entangled in tool</li> </ul>	
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		<b>Training / Reference Information:</b> <ul style="list-style-type: none"> <li>➤ Department Orientation</li> <li>➤ Operator's Manual</li> <li>➤ WHMIS Training (for chemical use)</li> <li>➤ MSDS Training</li> </ul>																																	
<b>Note:</b> Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.																																			
<b>Employers must ensure that workers are trained and follow this safe work procedure.</b> <b>Steps to perform this task safely:</b>																																			
<ul style="list-style-type: none"> <li>➤ Ensure any loose fitting clothing, jewelry, drawstrings or long hair are tucked in or contained.</li> <li>➤ Only use the drill press in a manner specified by the operational instruction. Always ensure any manufacturer safe guards are in place. Ensure you can reach the emergency stop button or other kill switches.</li> <li>➤ Pre-inspect drill press to ensure switches and cords are in good working order. If there is damage or excessive wear and tear, do not use the machine and inform a supervisor.</li> <li>➤ Before installing cutting tools or jigs:             <ul style="list-style-type: none"> <li>➤ Make sure the mounting surface is in good condition, free of burrs or nicks.</li> <li>➤ Make sure you have all the components and clamps, threads, etc. are not damaged.</li> <li>➤ Check that the drill chuck is not damaged.</li> </ul> </li> <li>➤ Inspect the cutting tools for:             <ul style="list-style-type: none"> <li>➤ Wear, damage, chipped edges, burrs on the shank to ensure sharp bits.</li> </ul> </li> <li>➤ Make sure when setting up a job that there is adequate clearance for the cutting tool.</li> <li>➤ Make sure the cutting tool is properly aligned, centered on the drill table and if possible, securely clamped.</li> </ul>																																			

- Keep your hands away from the cutting tool. For drill jigs that are designed to be hand held and moved around while the twist drill is turning, provisions must be made so the part cannot turn by the rotation of the twist drill. All base plates must be securely fastened.
- Use adequate cutting oil in accordance with manufacturer's specifications.
- Hold onto drill head and table vertical adjustments over before releasing clamps. Some heads and tables will drop and this could hurt you.
- Make sure cutting tools are completely stopped before removing drill chips or removing / inserting a part. Parts may be hot due to friction.
- Keep the work area clean by cleaning up drill chips or excess coolant or cutting fluid from the floor.
- For maintenance or repairs, always turn off the drill press and unplug it / lock it out.