







	<p align="center">EH&S/General Safety SHOP SAFETY</p>	
<p>Issue Date:</p>	<p>Review Date:</p>	<p>Page Number: 1 of 1</p>

WARNING! *Do not use this machine unless an instructor or shop supervisor has instructed you in the safe use and operation and has authorized you to operate this equipment!*

Equipment/Machine:	DRILL PRESS
Make/Model Number:	
Description of Work:	Using a drill press (bench or pedestal).
<p>Potential Hazards: <i>Exposed moving parts and electrical hazard with the potential to cause harm through entanglement, exposure to heat, dust, projectiles and sharp objects.</i></p>	

Personal Protective Equipment (PPE) Required <i>(Check the box for required PPE)</i>						
 Gloves	 Face Masks	 Eye Protection	 Hearing Protection	 Safety Footwear	 Protective Clothing	 Welding Mask
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<p>Safe Work Procedure Checklist:</p> <p>1. PRE-Operation:</p> <ul style="list-style-type: none"> ▪ Task (e.g. Drawings, instructions, specifications etc) is clearly understood. ▪ Drill bit is tight in chuck and chuck key has been removed. ▪ Make sure guarding is in place and in good condition. ▪ Work piece is securely clamped. ▪ Correct drill speed has been set. ▪ Where necessary, ensure depth stop for drill has been set or wood to be drilled is rested on scrap. ▪ Identify ON/OFF switch and emergency stop button (if applicable). <p>2. DURING Operation:</p> <ul style="list-style-type: none"> ▪ Check that drill runs 'true' and does not wobble. ▪ Keep hands clear of work piece and away from rotating tool. ▪ Back out frequently to clean and cool the drill bit. ▪ Turn off machine before belt speeds are changed. <p>3. POST-Operation:</p> <ul style="list-style-type: none"> ▪ Switch off the drill before removing chips and shavings from the drill table. ▪ Return clean drill bit to drill rack and clamps to their storage area. ▪ Make sure good housekeeping practices are in place to minimize dust build-up.
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