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).

**Potential Hazards:** Exposed moving parts and electrical hazard with the potential to cause harm through entanglement, exposure to heat, dust, projectiles and sharp objects.

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**Personal Protective Equipment (PPE) Required**

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<tbody>
<tr>
<td>Gloves</td>
<td>Face Masks</td>
<td>Eye Protection</td>
<td>Hearing Protection</td>
<td>Safety Footwear</td>
<td>Protective Clothing</td>
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**Safe Work Procedure Checklist:**

1. **PRE-Operation:**
   - 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).

2. **DURING Operation:**
   - 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.

3. **POST-Operation:**
   - 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.