

A Safe Workplace

A Workplace Safety and Health Manual for Your Community

Section: III-D	Rules Procedures, Practices and Guidelines	Page 1 of 1
		Approved By: Harvey Bostrom
Subject: TSE-8	Operating a Drill Press	Effective: April 01, 2005
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PPE Required: Safety glasses or face shield, hearing protection, steel-toe boots

Warning Do not wear gloves, loose clothing or rolled up sleeves
Remove all jewelry
Disconnect the power before repairing or servicing

Steps:

1. Read and understand equipment manual before operating drill press.
2. Guards must be in place and used at all times.
3. Secure the material to be drilled securely with a clamp or vise.
4. Adjust the speed of the drill as required.
5. Be sure to remove the chuck key from the chuck before starting the drill press.
6. Make all adjustments with the power off.
7. The table or drill stop should be adjusted to prevent drilling through the material and into the table.
8. Securely lock the drill bit into the chuck.
9. Shut off the power when you have completed drilling and remove the drill bit from the chuck. Clear the table of debris before leaving the machine.