



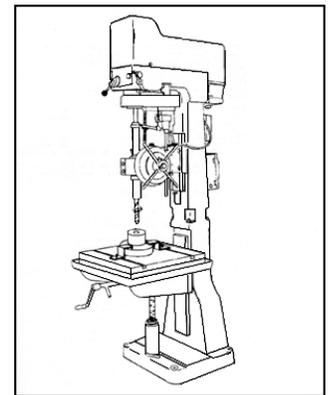
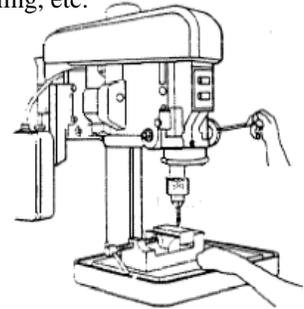
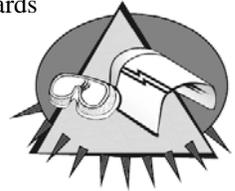
Job Name: _____ Job Site Location: _____

Date: _____ Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

Topic 417: Drill Press Safety

Introduction: A drill press is preferable to a hand drill when the location and orientation of the hole must be controlled accurately. A drill press is composed of a base that supports a column, the column in turn supports a table. Work can be supported on the table with a vise or hold down clamps, or the table can be swiveled out of the way to allow tall work to be supported directly on the base. The column also supports a head containing the drill motor. The motor turns the spindle at a speed controlled by a variable speed control dial. The spindle holds a drill chuck to hold the cutting tools such as drill bits, center drills, deburring tools, etc. Following are guidelines for safety when operating drill presses:

- **Employers must ensure** that personnel who operate drill presses are properly trained in safe techniques and procedures.
- **Employees must learn** the machine's applications and limitations, as well as the specific potential hazards particular to drill presses. Follow available operating instructions and safety rules carefully.
- **Always wear** proper personal protective equipment when operating machinery. Eye/face protection must be worn at all times when operating drill presses. Avoid wearing loose clothing or jewelry which might present an entanglement hazard with the machine.
- **The drill press** must be securely anchored to the floor or work platform to prevent movement.
- **Position the drill press** to provide adequate work space and to avoid foot traffic, material handling, etc.
- **Sufficient lighting** must be provided for safety in machine work areas.
- **Keep work areas** clean and free of clutter, debris, slip/trip hazards, etc.
- **Pulleys and belts or gears** used for speed variations must be fully guarded.
- **The drill chuck** must have no projections or projecting set screws. Ensure that the chuck key is removed before turning the machine on.
- **Do not use** excessive pressure for drilling; allow the bit or tool to cut at its own speed with moderate pressure on the spindle down control.
- **Do not lean** your body weight on the spindle control while drilling. Use arm pressure only to prevent injury in the advent of a tool or bit breaking.
- **Use cutting oil/lubricating fluid** for metal drilling operations.
- **Use a brush and pan** for cleanup of metal shavings to prevent lacerations from sharp edges.
- **Do not allow** excessive or lengthy shavings to accumulate at the cutting site, these may entangle with the tool or rotate and cut the operators hands.
- **Keep hands well away** from the point of work and cutting tools.
- **A vise or clamping device** must be used to hold work while drilling or boring. Do not hold a work piece with your hand to drill.
- **The machine** must come to a complete stop before any manual measuring is done.
- **Drill presses must be** positively disconnected from the power source and properly locked-out/blocked-out/tagged-out before performing any repairs, maintenance, or servicing.
- **Do not leave** the drill press on when not in actual use.
- **Keep the drill press** well maintained, and keep your cutting tools and bits sharp for best performance. Do not use tools/bits that are cracked chipped, or broken.



Conclusion: Drill presses are relatively safe machines when operated correctly and proper procedures adhered to. Follow the preceding guidelines for safety when operating drill presses.

Work Site Review

Work-Site Hazards and Safety Suggestions: _____

Personnel Safety Violations: _____

Employee Signatures:

(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)

Foreman/Supervisor's Signature: _____

These guidelines do not supercede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.