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| **G:\6100_Performance_HR\6555 - Organisational Safety and Wellbeing\2. HSW - Systems and Strategy Team\Rebadging OSW Documents (Kristyn)\ITD logos\Updated 2018\Fixed Static Plant_SOP.jpg****DRILL PRESS** |
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| **DO NOT** use this machine unless a teacher has instructed you in its safe use and operation and has given permission |
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| Safety glasses must be worn at all times in work areas. | Hair Protection circleLong and loose hair must be contained or constrained. |
| Foot Protection circleAppropriate footwear with substantial uppers must be worn. | ApronClose fitting, protective clothing or a workshop apron is encouraged. |
| **Prohibition circleProhibition circle**Rings and jewellery must not be worn. | Hearing protection may be required for some drilling operations.Hearing Protection circle |

### **PRE-OPERATIONAL SAFETY CHECKS**

1. **Check workspace and walkways to ensure no slip-hazards are present.**
2. **Check that the drill chuck guard is in position.**
3. **Ensure the chuck key (if used) has been removed from the drill chuck.**
4. **Locate and ensure you are familiar with the operation of the ON/OFF starter and E-Stop.**
5. **Follow correct clamping procedures to ensure work is secure.**

**− Check that the clamping device to be used is in good working condition and is appropriate**

 **for the material being drilled**

**− Ensure all clamping devices are secured prior to commencing each task**

1. **If the job obstructs the walkway erect a barricade.**
2. **Adjust spindle speed to suit drill, cutter diameter and type of material.**
3. **Faulty equipment must not be used. Immediately report suspect equipment.**

##### **OPERATIONAL SAFETY CHECKS**

1. **Never leave the drill press while it is running.**
2. **Before making adjustments or before cleaning accumulated swarf, switch off and bring the machine to a complete standstill.**
3. **Feed downwards at a sufficient rate to keep the drill cutting.**
4. **Feed with care as the drill breaks through the underside of the work.**
5. **Use a safe working posture. Beware of clothing or hair catching in the drill chuck or bit.**

##### **HOUSEKEEPING**

1. **Switch off the machine.**
2. **Leave the machine in a safe, clean and tidy state.**

##### **POTENTIAL HAZARDS**

◼ **Entanglement in rotating spindle or drill** ◼ **Eye injuries** ◼ **Flying swarf or chips**

◼ **Sharp edges and burrs** ◼ **Hot surfaces or drill bits**

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| **Date of last review** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |