










Scouts SA – Safe Operating Procedure

WHS-SOP-009

Drill Press

DO NOT use this equipment unless you have been instructed in its safe use and operation, and have been given permission

PRECAUTIONS

 <p>Safety glasses must be worn at all times in work areas.</p>	 <p>A suitable filter mask should be worn</p>	 <p>Sturdy footwear must be worn at all times in work areas.</p>
 <p>Close fitting/protective clothing must be worn.</p>	 <p>Long and loose hair must be contained.</p>	 <p>DO NOT wear gloves when operating this sanding machine.</p>
 <p>Rings and jewellery must not be worn.</p>	<p>This SOP does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with manufacturer's instructions. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use.</p>	

Electronic version is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

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Version: 1.2

Last reviewed: 17/06/2021

Review due:17/06/2023

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PRE-OPERATIONAL SAFETY CHECKS

- ✓ Check workspace and walkways to ensure no slip-hazards are present.
- ✓ Drill presses must be securely mounted on a substantial bench to prevent movement of the machine when being used.
- ✓ If the job obstructs the walkway erect a barricade.
- ✓ Locate and ensure you are familiar with the operation of the ON/OFF starter and E-Stop.
- ✓ Check that the drill chuck guard is in position.
- ✓ Ensure the chuck key (if used) has been removed from the drill chuck.
- ✓ Remove all items from table before making adjustments
- ✓ Objects to be drilled should be secured against movement before drilling
- ✓ Adjust spindle speed to suit drill, cutter diameter and type of material.
- ✓ Faulty equipment must not be used. Immediately report suspect equipment.

OPERATIONAL SAFETY CHECKS

- ✓ Use smaller diameter drill to cut pilot hole before using larger drill bit.
- ✓ Feed downwards at a sufficient rate to keep the drill cutting.
- ✓ Feed with care as the drill breaks through the underside of the work.
- ✓ Use a safe working posture. Beware of clothing or hair catching in the drill chuck or bit.
- ✓ Before making adjustments or before cleaning accumulated swarf, switch off and bring the machine to a complete standstill.
- ✓ Never leave the Drill Press while it is running.

CLEANING UP

- ✓ Turn off power

- ✓ Use a brush to keep the work table clear of swarf and chops
- ✓ Leave the machine and the workspace in a safe, clean and tidy state

POTENTIAL HAZARDS AND INJURIES

- ⓘ Entanglement in rotating spindle or drill
- ⓘ Flying particles
- ⓘ Sharp edges and burrs.
- ⓘ Eye injuries.
- ⓘ Hot work surfaces
- ⓘ Electricity
- ⓘ Noise.

DON'T

- ✗ Do not use faulty equipment. Immediately report suspect equipment.
- ✗ Do not allow clothing or hair to come in contact with the drill bit or swarf.
- ✗ Do not start the drill press with the drill touching the work piece. Allow the blade to reach full speed first.
- ✗ Do not hold work piece with gloves, cloth, apron or pliers

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