

STANDARD OPERATING PROCEDURE

Drill Press

DO NOT use this machine unless you have been trained and assessed to a competent level in its safe use and operation, and have been given permission to use this equipment.



Safety glasses must be worn when operating this equipment.



Long and loose hair must be contained when operating this equipment.



Safety footwear must be worn when operating this equipment.



Close fitting/protective clothing must be worn when operating this equipment.



Rings and jewellery must not be worn when operating this equipment.



Hearing protection must be worn where noise levels are in excess of the 85 dB(A) occupational exposure limit.



Gloves must not be worn when machine is operating. Machine to be at standstill if gloves required for manual operations.

PRE-OPERATIONAL SAFETY CHECKS

1. Ensure that risk assessment has been read. **UQ risk assessment task ID # 1940.**
2. Check workspace and walkways to ensure no slip-hazards are present.
3. Check equipment connected with a plug and cord is fitted with a current electrical safety test tag.
4. Examine the power cord for damage.
5. Check that, where fitted, the drill chuck guard is in position.
6. Ensure the chuck key (if used) has been removed from the drill chuck.
7. Locate and ensure you are familiar with the operation of the ON/OFF starter and lockable E-Stop.
8. Follow correct clamping procedures to ensure work is secure.
9. If the job obstructs the walkway, erect a barricade.
10. Select the correct style and diameter of drill or cutter for material then adjust spindle speeds to suit.
11. Ensure all drill table adjustment clamps are tightened securely.
12. Faulty equipment must not be used. Immediately report suspect equipment.

OPERATIONAL SAFETY CHECKS

1. Never leave the machine running unattended.
2. Before making adjustments or before cleaning swarf accumulations switch off and bring the machine to a complete standstill.
3. Ensure that the work piece is securely held in a clamped work vice or clamped directly to the table.
4. Feed downwards at a sufficient rate to keep the drill cutting.
5. Feed with care as the drill breaks through the underside of the work.
6. Use a safe working posture (beware of hair catching).

HOUSEKEEPING

1. Switch off the machine and engage the E-stop.
2. Return all tooling and fixtures to the correct storage location.
3. Display a completed "Equipment in Use" notice if the machine is set up and/or in use but unattended
4. Leave the machine and work area in a safe, clean and tidy state after job is completed.
5. Return surplus material to stock & dispose of waste material in an appropriate recycling or waste bin

POTENTIAL HAZARDS

- Hair/clothing entanglement - rotating spindle/drill
- Eye injuries
- High noise levels when drilling some materials
- Flying swarf/chips
- Sharp edges & burrs

FORBIDDEN

- Distracting operator
- Removal or modification of safety devices
- Using equipment with lapsed test tag

This SOP does not necessarily cover all possible hazards associated with the machine and should be used in conjunction with other references. It is designed to be used as an adjunct to teaching Safety Procedures and to act as a reminder to users prior to machine use.