

SAFE WORK INSTRUCTION

GEAR HEADED DRILL PRESS

PERSONAL PROTECTIVE EQUIPMENT



Safety glasses must be worn at all times.



Safety footwear must be worn.



Rings and jewellery must not be worn.



Close fitting / protective clothing must be worn.



Long or loose hair must be contained.



Gloves must not be worn.

POTENTIAL RISKS

- ❗ Hair/clothing getting caught in moving machine parts.
- ❗ Eye injuries.
- ❗ Flying swarf and chips.
- ❗ Sharp edges and burrs.

DON'Ts

- ✗ Do not use faulty equipment. Immediately report suspect machinery to your supervisor.
- ✗ Never leave the machine running unattended.
- ✗ Do not hold the item being drilled with your hands. Use a clamp or machine vise.

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Locate and ensure you are familiar with all machine operations and controls.
- ✓ Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- ✓ Ensure the chuck key (if used) has been removed from the drill chuck.
- ✓ Follow correct clamping procedures to ensure workpiece is secure.
- ✓ Erect a barricade if the job obstructs a walkway.
- ✓ Adjust the spindle speed to suit drill or cutter diameter.

OPERATIONAL SAFETY CHECKS

- ✓ Feed downwards at a sufficient rate to keep the drill cutting, but do not force into the work.
- ✓ Use cutting fluid when drilling.
- ✓ Feed with care as the drill breaks through the underside of the work.
- ✓ Before making adjustments or before cleaning swarf accumulations, switch off and bring the machine to a complete standstill.

ENDING OPERATIONS AND CLEANING UP

- ✓ Switch off the machine when work completed.
- ✓ Leave the machine and surrounding area in a safe, clean and tidy state.

This Safe Work Instruction does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use

