

# SAFE WORK INSTRUCTION

## LIGHTWEIGHT DRILL PRESS

### PERSONAL PROTECTIVE EQUIPMENT



Safety glasses must be worn at all times.



Long or loose hair must be contained.



Rings and jewellery must not be worn.



Safety footwear must be worn.



Close fitting / protective clothing must be worn.



Gloves must not be worn.

### POTENTIAL RISKS

- ❗ Hair/clothing getting caught in moving machine parts.
- ❗ Eye injuries from flying swarf and chips.
- ❗ Work being "grabbed" by the drill and cutting hands.
- ❗ Sharp edges and burrs.
- ❗ Hands getting caught when adjusting pulleys and belts.

### DON'Ts

- ✗ Do not use faulty equipment. Immediately report suspect equipment 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 the chuck key (if used) has been removed from the drill chuck.
- ✓ Follow correct clamping procedures to ensure work is secure.
- ✓ Adjust the spindle speed to suit drill or cutter diameter.
- ✓ Turn off the drill at the wall when adjusting speed belts and pulleys.

### ENDING OPERATIONS AND CLEANING UP

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

### OPERATIONAL SAFETY CHECKS

- ✓ During operation
- ✓ Before making adjustments or before cleaning swarf accumulations, switch off and bring the machine to a complete standstill.
- ✓ Feed downwards at a sufficient rate to keep the drill cutting.
- ✓ Use cutting fluid when drilling metals.
- ✓ Feed with care as the drill breaks through the underside of the work.
- ✓ Use a safe working posture.

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

