

Safe Work Procedure: Using a Drill Press

Department/Area:	Approved by:	Date Created:	Review/Revision Date:
Maintenance	Workplace Safety and Health Committee	Nov 15, 2023	Annually

Potential Hazard	Risk level
Awkward/sustained postures - sustained standing	Low
Sharp points/edges - spinning drill bit	High
Extreme heat - hot parts due to friction	Low
Other - debris thrown from bit	Low

Risk control devices, personal protective equipment, and other safety considerations	Training/Reference info
<ul style="list-style-type: none"> • Gloves to retrieve sharp, jagged, hot material • Safety footwear • Eye protection / face shield • Secure loose clothing, hair, drawstrings from hoods, etc., that could become entangled in the tool • Anti-fatigue matting for sustained standing 	<ul style="list-style-type: none"> • Injury prevention orientation • On-the-Job training • Operations manual

Note: Common signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

The direct supervisor must ensure that employees who report to him/her are trained and follow this safe work procedure.

Steps to complete this task safely (see over):

- Only use the drill press in a manner specified by the operational instructions, and always ensure any manufacturer's guards are in place. Ensure you can reach the emergency stop button or other kill switches.
- Pre inspect drill press to ensure switches, cords are in good working order. If there is damage or excessive wear and tear, do not use the machine and inform a supervisor
- Before installing cutting tools or jigs:
 - Make sure the mounting surface is in good condition, free of burrs or nicks
 - Make sure you have all the components and clamps, and the threads, etc. are not damaged
 - Check that the drill bushings are not damaged

- Inspect the cutting tools for:
 - wear, damage, chipped edges, burrs on the shank
 - sharp cutting edges
- Make sure when setting up a job that there is adequate clearance for the cutting tool.
- Make sure the cutting tool is properly aligned, centred on the drill table, and if possible, securely clamped.
- Keep your hands away from the cutting tool unless the part has been dimpled or centre drilled and it is not possible for the part to turn or be lifted by the rotating bit. For drill jigs that are designed to be hand-held and moved around while the twist drill is turning, provisions must be made so the part cannot turn by the rotation of the twist drill. All base plates must be securely fastened.
- Use adequate coolant or cutting fluid in accordance with the manufacturer's specifications.
- Hold onto the drill head and table vertical adjustments lever before releasing clamps. Some heads and tables will drop and this could hurt you.
- Make sure the cutting tools are completely stopped before removing the drill chips or removing/inserting a part. Parts may be hot due to friction.
- Keep the work area clean by cleaning up drill chips, excess coolant or cutting fluid from the floor.
- Always turn off the drill press and unplug it/lock it out before performing adjustments, maintenance or repairs.