



Title	Pedestal Drill Safety Procedure
Procedure	Pedestal Drill Safety Procedure 001
Date Approved	05/2017
Next Review	05/2018 or when a new machine or attachment is purchased or being used in the workshop for the first time by a member.
Distribution	All members
Location	Printed copy in Main filing cabinet, PC copy c:\my documents\Pedestal Drill Safety Procedure 001.doc
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Other relevant documents	Induction to machines procedure, Machines Safety Procedure, Grinder Safety Procedure Workshop Attendance procedure, Electrical Leads and electrical safety checks procedure
Document History	
Version	Notes
001	Second Issue no changes made.



SAFE OPERATING PROCEDURES

Drill Press

DO NOT use this machine unless you have been instructed in its safe use and operation and then been approved and registered in the club as authorised to use it.



Safety glasses must be worn at all times in work areas.



Long and loose hair must be contained.



Appropriate footwear with substantial uppers must be worn.



Close fitting/protective clothing must be worn.



Rings and jewellery must not be worn.



Gloves must not be worn when using this machine.

PRE-OPERATIONAL SAFETY CHECKS

1. Check that the drill chuck guard (if fitted) is in position.
2. Ensure the chuck key (if used) has been removed from the drill chuck.
3. Locate and ensure you are familiar with the operation of the ON/OFF starter and E-Stop (if fitted).
4. Follow correct clamping procedures to ensure work is secure.
5. If the job obstructs the walkway erect a barricade.
6. Adjust spindle speed to suit drill or cutter diameter.
7. Faulty equipment must not be used. Immediately report suspect equipment.

OPERATIONAL SAFETY CHECKS

1. Never leave the Drill Press unattended while it is running.
2. Before making adjustments or before cleaning accumulated swarf switch off and allow the machine to come to a complete standstill.
3. Feed downwards at a sufficient rate to keep the drill cutting.
4. Feed with care as the drill breaks through the underside of the work.
5. Use a safe working posture (beware of hair catching).

HOUSEKEEPING

1. Switch off the machine.
2. Leave the machine in a safe, clean and tidy state.