

Technology Program - All Shops

Safe Operating Procedures

Drill Press

Hazards

- Cuts/lacerations – fingers, hands
- Eye/face injury – from flying debris
- Entanglement

Personal Protective Equipment

- Safety glasses (CSA approved) or face shield where applicable
- CSA Certified footwear

Precautions

- Always tie back long hair and keep your head and clothes away from all moving parts on the drill press
- Use only drill bits that are sharp, in good condition, and right for the material being worked
- Remove chuck keys/wrenches before starting the drill
- Whenever drilling metal, clamp the work securely to the table before starting the machine. Holding the work by hand will result in severe injury
- When drilling very small (less than 2 in length) pieces of wood or when using large drill bits (greater than 2 in diameter), the work must be clamped
- Operate drills at the proper speed and feed rate. Forcing or trying to force feed too quickly can cause drills bits or material to break or splinter, sending debris flying at high speed.
- If work slips from the clamp, never grab it with your hands.
- Never reach around or in back of any rotating drill.
- Make sure the bit comes to a complete stop and is switched off before changing the belt for speed regulation.
- If the drill sticks in the work, stop the motor to free it by hand.
- File or scrape burrs from drilled holes with a proper brush, never use compressed air
- Never clean the drill press table with your hands – use a brush

IF IN DOUBT – ASK FOR HELP