

LOCATION OF WORK	WRITTEN BY:	APPROVED BY:	DATE	LAST REVISION
All Schools	Karl Ingoldsby	Somersworth School District JLMC	3/4/2020	New

HAZARDS PRESENT	PERSONAL PROTECTIVE EQUIPMENT (PPE)	ADDITIONAL RECCOMENDATIONS
<ul style="list-style-type: none"> Awkward / sustained postures- sustained stand Sharp points / edges – spinning drill bit Extreme heat- due to drill friction Other- Debris thrown from bit 	<ul style="list-style-type: none"> Gloves to retrieve sharp jagged, hot material Eye protection 	<ul style="list-style-type: none"> Closed toe shoes Anti-fatigue matting Secure loose clothing, hair, drawstrings etc. that could become entangled Operators manual In-house training

Note: 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.

SAFE WORK PROCEDURE

Only use the drill press in a manner specified by the operational instructions and always ensure any manufacturer 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, 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, centered on the drill table and if possible, securely clamped
- Keep your hands away from the cutting tool unless the part has been dimpled or center 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 manufacturer's specs
- Hold onto drill head and table vertical adjustments lever before releasing clamps. Some heads and tables will drop and this could hurt you
- Make sure cutting tools are completely stopped before removing drill chips or removing / inserting a part. Parts may be hot due to friction
- Keep the work area clean by cleaning up drill chips or 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

REGULATORY REQUIREMENTS

- OSHA 29 CFR 1910.212(a)(1)