DRILL PRESS SAFETY GUIDELINES

1). The principle hazards of metal working drill presses are those of bodily injury caused by:

   a). Contact with moving machine parts or tools.
   b). Being caught between the work and the machine.
   c). Flying chips entering the eyes.
   d). Material falling on the fingers or toes.
   e). Flying chuck keys.
   f). Work seizing up on the tool and pulling fee of the work holder.

2). Always keep safety in mind.

3). Wear eye protection and safety shoes at all times.

4). Do not wear neckties, wristwatches, rings, jewelry, gloves, etc. when operating the machine. Long sleeve shirts will be rolled above the elbows and loose clothing tucked in.

5). The area around the machine should be free of oil or coolant spills (avoid a slippery floor) and as free as possible from obstructions. Keep the area clean at all times.

6). **Do not use compressed air to blow chips from the spindle/table machine surfaces, cabinets, controls, or the floor around the machine.**

7). For normal lifting, use leg, not back, muscles. For heavy lifting, use a hoist.

8). Illuminating lamps should be adjusted so light is not directed into operator's eyes.

9). When work platforms are used around the machine, they should be extremely sturdy, safe, and with anti-slip surfaces.

10). Wrenches, tools, and other miscellaneous equipment should be kept off the machine spindle/table as well as off all moving units of the machine.

11). Be mentally alert on the job, always sober, and never dulled by the influence of drugs, prescribed or otherwise.

12). Use the proper hand tools for each job.

13). Report any unsafe conditions to your supervisor. Only qualified personnel should perform maintenance repair work.

14). Keep drill press clean.

15). Do not operate while on medication and/or use of alcohol or drugs.

16). **Clear table of all obstructions.**

17). **Get help when lifting heavy vises or workpieces.**

18). **Always secure your work piece and work table before drilling (never hold the work with your hands).**

19). **Do not clean taper when spindle is moving.**

20). Use taper shank drills and reamers. Refrain from using large deming drills.

21). Do not use dull drills, reamers, taps, etc.

22). **Always remove chuck key from chuck.**

23). Use with face shields in place.

24). **Stop feed every few seconds to break chip.**

25). **Use a brush to remove chips, do not use your hands or air gun.**

26). **Wait for spindle to coast to a stop. Do not use hands to slow down or stop spindle.**

27). **Never try to stop a workpiece that has come loose <u>shut machine off</u>.**

28). Report any unsafe conditions to your supervisor.

29). Clean machine and area after each use.

Do's and Don'ts

DO get thoroughly familiar with the STOP lever or button.

DO make sure that the work is held securely before engaging the cutter with it.

DO make sure that all tools and machine parts are clear of the cutter before starting the machine.

DO keep your hands away from the revolving items (cutters, spindles, work pieces, etc.)

DO handle all cutters carefully to guard against injury to yourself and others.

DON'T under any circumstances attempt to operate any machine unless you are thoroughly familiar with it.

DON'T Move any lever unless you know exactly what is going to happen when it is moved.

DON'T play around with the lever of any machine.

DON'T go away, even for a moment, and leave the machine running.

DON'T try to operate the machine and engage fellow workers in conversation at the same time. Keep your mind on your work and let the other fellow do the same.

DON'T attempt to oil the machine while it is in operation.