









Safe Job Procedure BENCH OR FLOOR DRILL PRESS

Potential Hazards

- Loose clothing or gloves being caught
- Pinch points
- Electrical
- High sound levels
- Foot injury
- Rings and dangling jewelry
- All personnel must ensure they have been appropriately trained by their supervisor.

Required Personal Protective Equipment and Devices

| Foot Protection | Hearing Protection | High Visibility | Head Protection | Eye Protection | Face Protection | Hand Protection | Protective Clothing |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |

Safe Work Practice

- Wear appropriate PPE attire
- **Do Not** operate if you are under the influence of drugs or alcohol
- Have a clean work area
- Inspect the tool before each use
- **Do Not** horse play with the drill press
- **Do Not** operate on anything other than its intended purpose

Required PPE

- Foot Protection
- Eye Protection
- Face Protection

Safe Job Procedure

1. Read and understand instruction manual before use
2. Put on PPE attire
3. Guards and shields should be in place and used at all time
4. Secure the material to be drilled as required
5. Adjust the speed of the drill as required
6. Remove the chuck key from the chuck prior to starting the drill
7. Make all adjustments with the power off
8. Securely lock the drill bit into the chuck
9. Shut off the power when you have completed drilling and remove the drill bit from the chuck
10. Clean the table of debris before leaving the machine

Created by: Dean Neuburger
Date: 2022-13-06

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR SUPERVISOR IMMEDIATELY

This SWP must be reviewed any time the task, equipment, or materials change and at minimum, every three years.