

Hazard Review

- **Flying objects**
- **Foot injury**
- **Exposure to hazardous materials**
- **Cuts, scrapes, abrasions**

Related Safe Work Practices

- **Hazardous Materials**
- **Power Tools**
- **Electrical Safety, General**

Required Personal Protective Equipment

- **Safety Glasses**
- **Heavy Duty Work Boots**

Prepared by:	Structural Maintenance SWP Working Group
Program Manager:	M. Avendaño, Asst. Superintendent, Structural Maintenance
Approved by:	J. Bramlett, EHS Program Manager E. Goldstein, General Manager
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BEFORE

1. Read and understand operating instructions.
2. Remove or tie-back any items from your person that may become caught in the rotating drill or spindle, such as: neckties, finger rings, loose clothing, long hair.
3. Don the personal protective equipment as noted above to prevent personal injury.
4. Inspect the drill press to ensure it is operational. Ensure that all machine guards are in place, and that the drill bits are properly sharpened.
5. Ensure that you understand the health hazards associated with exposure to the cutting oil.

DURING

1. Always remove the key from the chuck before turning on the power.
2. Use only sharpened bits that are in good condition.

3. Keep all safety guards in place.
4. Clamp the work solidly. DO NOT hold it in place with your hands.
5. Ensure that the correct spindle speed is selected (see the Operating Instructions for further information).
6. DO NOT use your hands to clean shavings/chips from the work surface; use a brush.
7. Allow the drill spindle to stop on its own once the power has been turned off; do not use your hand or any other object to stop it.
8. Place a piece of wood under larger drill bits being removed from the machine. This will help prevent the bit from falling onto the floor if the bit is dropped onto the press surface.

AFTER

1. After using the drill, and turning the machine off, wipe it clean of shavings/chips and cutting fluid with a piece of cotton cloth. DO NOT use your hands.
2. Wipe up any cutting fluid that may have spilled onto the floor.
3. Never clean the tapered opening in the spindle while the machine is running.
4. Place all oily waste rags into the proper disposal container.