

## Safe Work Practice (SWP)

<b>Name of Task</b> <b>Drill Press</b>	
<b>Department/Unit: Trades Programs, and Maintenance</b>	
<b>Personal Protective Equipment or other required equipment and safety considerations:</b> Eye Protection, CSA approved footwear, hearing protection, and long hair must be contained or tied to the back. No loose fitting clothing. No jewelry, watches, rings or necklaces.	
<b>Hazards:</b> Cuts from sharp edges and burrs, flying debris, electric shock, loose clothing, long hair, jewelry, and neckties becoming entangled in moving parts.	
<b>Required Training:</b>	Successful completion of safety unit and test. Training in-house by individuals, experienced and knowledgeable with the tool. Operators Manual
<b>Steps to be taken to complete task safely:</b>	
1	<b>Pre-Operational Safety Checks:</b> <ul style="list-style-type: none"> <li>Wear specified Personal Protective Equipment when using compressed air to blow off the drill fixture.</li> <li>Make sure you wear eye protection.</li> <li>Inspect drill press to ensure switches; cords are in good working order. If any damage or wear and tear is noted, do not use and report to supervisor immediately.</li> <li>Before installing cutting tools, drill jig.               <ul style="list-style-type: none"> <li>check the condition of the mounting surfaces - inspect for burrs, nicks, etc.</li> <li>check for missing components - damage to clamps threads, etc.</li> <li>check for damaged drill bushings.</li> </ul> </li> <li>Inspect cutting tools for:               <ul style="list-style-type: none"> <li>wear, damage, chipped edges, burrs on the shank.</li> <li>sharp cutting edges.</li> </ul> </li> <li>Do this before, during and after operation.</li> <li>Know where the emergency stop button and kill bar are located on the drill you are operating. When operating a drill ensure you have direct access to the stop button and kill bar. These safety devices are not effective if you cannot reach them</li> <li>Make sure when setting up a job that there is adequate clearance for the cutting tool and the materials, work piece etc.</li> </ul>
2	Only use the drill press in a manner specified by the operational instructions.
3	Make sure cutting tool, fixture is properly aligned, centered on drill table, if possible and securely clamped. Inspect the condition of your mounting hardware.
4	Make sure all cutting tools are run at proper speeds, feeds, and used for their intended application.
5	Make sure your feed stop is set at the proper depth (failure to do this could cause tooling, machine and fixture damage).
6	Hold on to drill head and table vertical adjustments lever before releasing clamps. Some heads and tables will drop which could hurt you.
7	Use adequate type and flow of coolant or cutting fluid.
8	Never put your hands near a rotating cutting tool. <ul style="list-style-type: none"> <li>Where hands will be in close proximity to drilling operation.</li> </ul>

	<ul style="list-style-type: none"> <li>You can drill a part without a drill jig providing the part has been dimpled or center drilled and provisions have been made so the part cannot turn or be lifted by the rotation of the twist drill. Maximum hole size for this application is ¼”.</li> <li>For drill jigs that are designed to be hand held and moved around when the twist drill is turning. Provisions must be made so the part cannot turn by the rotation of the twist drill. The hole size cannot be any larger than 5/16”. All base plates must be securely fastened.</li> <li>Operator must be extremely aware of drill chips during operation, due to close proximity of hands to operation. And take action to ensure drill chip evacuation is controlled.</li> </ul>
9	Make sure cutting tools have come to a complete stop and cooled before reaching into remove drill chips or to insert/remove a part. Use a chip hook or brush to remove chips - never by hand.
10	Turn the main power off when: <ul style="list-style-type: none"> <li>Leaving the machine unattended.</li> <li>Setting up or adjusting the setup of a drill.</li> </ul>
11	When cutting banding on stacked parts, stand to the side in case stack collapses; make people around you aware of what you are doing.
12	When stacking tubing, flats or torch cuts, whenever possible, use a crisscross pattern to secure the stack. Make sure all parts ready to transport are banded if required.
13	On auto feed drills; be aware of the manual feed handle movement.
14	<b>Post-Operational Safety Checks:</b> <ul style="list-style-type: none"> <li>Make sure tools are stored in their proper location.</li> <li>Clean up drill chips from the floor.</li> <li>Wipe up excess coolant or cutting fluid from floor</li> </ul>
<b><i>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 instructor/supervisor immediately.</i></b>	
<b>Responsibilities, Completion and Review</b>	
<i>Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</i>	
<b>Completed by and Date:</b>	<b>Approved by:</b>
<b>Last Reviewed/Revised by and Date:</b>	<b>Note:</b> This task will be monitored periodically to ensure compliance and effectiveness.