




Safe Work Practice (SWP)

Name of Task: Drill Press Radial Arm	
Department/Unit: Trades	
Personal Protective Equipment or other required equipment or other safety considerations: <ul style="list-style-type: none">• Eye Protection Required• CSA Approved Safety Footwear Required• Hearing Protection Required• Long or loose hair must be tied back or contained• No jewelry, watches, rings, necklaces etc.• Gloves must not be worn when operating this equipment• No loose fitting clothing	
Potential Hazards <ul style="list-style-type: none">• Flying metal chips• Hot material• Sharp edges• Flying parts/falling parts (loose parts/drills or tools)• Entanglement hazard (chips and tooling)• Moving parts while in operation (feed)• Oil, coolants for slipping hazards, splash, and inhalation hazards• Pinch or crush hazards• 	
Required Training	<ul style="list-style-type: none">• Successful completion of NBCC Safety Course (Work Safely or Workplace Safety Practices)• Shop safety orientation• Read and understand SWP• For students, practical demonstration and Instructor supervision required
Pre-Operational Safety Checks	<ul style="list-style-type: none">• Check for electrical cord damage or fraying• Ensure that there are no slip or trip hazards in the area (clean work area. No oils, steel chips, or tools)• Ensure chuck key is removed• Check speeds, feeds (radial arm), and coolant placement• Ensure work is secured using a vice, stop block, or clamp• Make sure that the tools are installed properly (falling hazard)• Know the safety requirements for the material that you are using (flammable/carcinogenic)• Adjust work (table) height approximately 1" above work surface
Prohibited Activities	<ul style="list-style-type: none">• Do not leave this equipment unattended while running• Do not drill unsecured materials

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	<ul style="list-style-type: none"> • Do not stop chuck with hand • Do not eat or drink near machine • Do not adjust or clean machine while running (chip removal) • Check finish and measure sizes only when machine is stopped • Match tools to the job • Do not remove or modify/disable safety equipment or features • Do not change tools in spindle while powered up • Do not hold material by hand on a radial arm drill
Steps to be taken to complete task safely:	
1	Inspect required personal protective equipment and replace if required.
2	Put on all required personal protective equipment
3	Put on hearing protection if required
4	Inspect work area for safety hazards
5	Clean area if required
6	Ensure that the machine is off while installing tools
7	Perform pre-operational safety checks to ensure tools/machine are in safe working condition
8	Do not overreach- meaning position yourself properly to operate the machine comfortably and safely
9	Drill press head and table should be locked before operating
10	Install work piece securely on the table with the proper tools (clamps, vice, etc)
11	Securely install cutting tool into machine spindle
12	Adjust speed and feed as required for tools and the material used
13	Start machine with cutting tool above work surface
14	Complete process as required for the job (job specific)
15	Stop machine. Do not remove work until the machine has stopped
16	Remove part safely
	<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.</i>
	REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY
Responsibilities, Completion and Review	
<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>	
Completed by and Date: 12/01/2020	Approved by: 
Last Reviewed / Revised by and Date:	Note: This task will be monitored periodically to ensure compliance and effectiveness.

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