

SOP – Drill Press Safety

Pre-Use Precautions:

- Do not use this machine unless you're trained and qualified to use it safely.
- Inspect the drill press for damage, disrepair, or missing parts. Make sure all shields and guards are securely in place. If the drill press fails the pre-use inspection, notify the shop supervisor immediately.

Operating Precautions:

- Wear proper personal protection equipment when using a drill press, including safety glasses or goggles.
- Never wear gloves, a tie, loose clothing, a watch, rings, or jewelry when using a drill press. Tie long hair back or secure under a cap.
- Center punch the drill-hole location.
- Use a clamp or vise to securely fasten the stock to the drill press table. Never attempt to hand-hold stock while drilling.
- Insert bit into drill chuck and tighten with the chuck key. Remove chuck key from the drill chuck before starting the drill press.
- Make all drill press adjustments with the power shut off.
- Keep hands and fingers at least two inches from rotating drill bits.
- When drilling metal, use cutting oil to lubricate the bit.
- Do not exceed the recommended speeds for the type and size of drill bit being used or composition of the stock being drilled.
- When drilling deep holes, frequently raise the drill bit from the hole to remove cuttings and cool the bit
- Never stop the rotation of the drill chuck and spindle with your hands or fingers.
- If a drill bit binds, turn off the drill press and carefully turn drill chuck backwards by hand to free the drill bit.
- Clean the drill press table and work area upon completion of the drilling task.
- Do not leave the drill press running unattended.
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