

VOC (DRILL PRESS)

SS-WHS-SAF-000

Authorised By:

Rev 1 [Publish Date]



TRAINEE NAME	
ASSESSOR NAME	
TOOL TYPE	Drill Press
TOOL MAKE / MODEL	
DATE OF ASSESSMENT	

KNOWLEDGE ASSESSMENT (TO BE COMPLETED BY TRAINEE)

QUESTION	C / NYC
1. List at least 3 things that you would inspect as part of a pre-start check.	
2. List at least 2 issues that that could impact the safety of the machine (e.g. overly worn components).	
3. What should you do if you identify significant defects or issues during your pre-start check?	
4. What should you do if you find the tool has no current electrical test and tag (240v tools only)?	

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<p>5. List at least 2 safety features on this machine and their function.</p>	
<p>6. List 3 hazards that may exist during operation of this machine. For each hazard, list a control measure to manage that hazard.</p>	
<p>7. List any PPE requirements that may exist for this machine.</p>	
<p>8. List an emergency situation that could occur during operation of this machine and include how you would respond to this situation.</p>	
<p>9. List any operator maintenance required for this machine (e.g. changing blades).</p>	

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PRACTICAL ASSESSMENT (TO BE COMPLETED BY ASSESSOR)	
TASK / OBSERVATION (TRAINEE MUST SUCCESSFULLY DEMONSTRATE THE FOLLOWING)	C / NYC
PREPARING FOR USE	
The trainee determined task requirements and drilling specifications from work documentation.	
The trainee identified and followed work health and safety requirements.	
The trainee selected material for machining and ensured it met task quality requirements.	
The trainee checked that cutting tools, jigs, and other required tools and equipment were available, safe, and functional.	
The trainee identified procedures for waste minimization and energy efficiency while completing the task.	
SETTING UP THE MACHINE	
The trainee checked that emergency stops, gauges, guards, controls, and safety equipment were functional prior to machine start-up.	
The trainee completed drill settings and adjusted them to meet task requirements in compliance with manufacturer instructions.	
The trainee completed trial runs to check that the drill was fully functional and that finished work met task accuracy and quality requirements.	
The trainee made adjustments to drill settings to meet task quality and efficiency requirements.	
OPERATING THE MACHINE	
The trainee followed drill start-up procedures in accordance with manufacturer instructions.	
The trainee positioned the material to be drilled following manufacturer instructions, tooling requirements, and safe handling and workplace procedures.	
The trainee operated the drill in accordance with its designed capacity and purpose, as well as manufacturer recommendations.	
The trainee monitored drill operation to ensure product quality and output.	
The trainee checked waste quantities and made adjustments to minimize waste.	
The trainee identified items that did not meet quality requirements and recycled or discarded them in accordance with workplace procedures.	
The trainee recognized problems with the product or drill operation and either resolved them or reported them to appropriate persons in accordance with workplace procedures.	
FINALISING THE TASK	
The trainee cleaned the work area, safely disposed of waste, and identified items for recycling in accordance with workplace procedures and environmental standards.	
The trainee cleaned machinery, completed routine maintenance, and left it in safe mode following workplace procedures.	

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The trainee identified, tagged, and reported faulty equipment in accordance with workplace procedures.	
The trainee completed task documentation in accordance with workplace procedures.	
ASSESSMENT RESULT	C / NYC
ASSESSOR NAME AND SIGN	
TRAINEE NAME AND SIGN	