

SOP (DRILL PRESS)

SS-WHS-SAF-000

Authorised By:

Rev 1 [Publish Date]



TASK	Drill Press					
HAZARDS	Flying debris	<input checked="" type="checkbox"/>	Heat / cold	<input checked="" type="checkbox"/>	Electricity	<input checked="" type="checkbox"/>
	Cuts / laceration	<input type="checkbox"/>	Dust	<input type="checkbox"/>	Rollover	<input type="checkbox"/>
	Pinch / crush	<input checked="" type="checkbox"/>	Noise / vibration	<input checked="" type="checkbox"/>	Plant interaction	<input type="checkbox"/>
	High pressure	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
PPE REQUIRED						

PRE-START CHECKS

1. Inspect the drill press for any signs of wear, damage, or loose components.
2. Ensure that the chuck key is removed before operation.
3. Check the drill bit for sharpness and damage. Replace if necessary.
4. Confirm that the worktable is clean and free of debris.
5. Verify that the workpiece is securely clamped or vice-held to the table.
6. Adjust the table or spindle to the correct height and ensure it's locked in place.
7. Check that the correct spindle speed is set for the material and drill bit size.
8. Ensure all guards are in place and functional.

SAFE OPERATING PROCEDURE

1. Use only the designated start controls to activate the drill press.
2. Keep hands and fingers away from the rotating drill bit.
3. Do not perform layout or measurement tasks on the workpiece while the machine is running.
4. Apply cutting fluid if required for the material being drilled.
5. Feed the drill bit into the material with steady, even pressure – do not force it.
6. If the drill bit binds in the workpiece, turn off the machine immediately. Do not attempt to free the bit while the machine is powered.
7. Keep the floor around the drill press clean and dry to prevent slipping.
8. Clean the drill bit and worktable of any chips or debris using a brush or vacuum – never with your hands.

POST-OPERATION PROCEDURE

1. Turn off the drill press and wait for the drill bit to come to a complete stop.
2. Unclamp and remove the workpiece from the table.
3. Clean the drill bit (once cooled) and worktable of any chips or debris using a brush or vacuum.
4. Inspect the drill bit for wear or damage and store appropriately.
5. Disconnect the drill press from power if it will not be used for an extended period.
6. Report any defects or problems noted during use or inspection.
7. Document the maintenance and usage log, if applicable, for future reference and compliance.