



LOCKSMITHS

SAFE OPERATING PROCEDURE DRILL PRESS

DO NOT use this equipment unless you have been instructed in its safe use and operation and given prior permission.

PERSONAL PROTECTIVE EQUIPMENT

 CLOSE FITTING PROTECTIVE CLOTHING MUST BE WORN	 HAIR PROTECTION MUST BE WORN	 FOOT PROTECTION MUST BE WORN	 EYE PROTECTION MUST BE WORN	 SWITCH OFF WHEN NOT IN USE	 DO NOT WEAR GLOVES	 NO SMOKING	 NO RINGS OR JEWELLERY TO BE WORN



PRE-OPERATIONAL SAFETY CHECKS

- Locate and ensure you are familiar with all machine operations and controls.
- Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- Check workspaces and walkways to ensure no slip/trip hazards are present.
- Ensure the chuck key (if used) has been removed from the drill chuck.
- Follow correct clamping procedures to ensure work is secure.
- Erect a barricade if the job obstructs the walkway.
- Adjust the spindle speed to suit drill or cutter diameter.

OPERATIONAL SAFETY CHECKS

- Before making adjustments or before cleaning swarf accumulations, switch off and bring the machine to a complete standstill.
- Feed downwards at a sufficient rate to keep the drill cutting.
- Feed with care as the drill breaks through the underside of the work.
- Use a safe working posture.

ENDING OPERATIONS AND CLEANING UP

- Switch off the machine when work completed.
- Leave the machine in a safe, clean and tidy state.

MAINTENANCE

- Maintenance must only be performed by qualified personnel in accordance with the Maintenance section of the Operators Manual.
- Ensure all equipment has been tested and tagged as per applicable state/territory regulations.
- This Safe Operating Procedure DOES NOT apply to any equipment that has been modified outside manufacturer's specifications.

Date of last review	Name	Signature



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This SOP does not necessarily cover all possible hazards associated with this equipment or procedure and should be used in conjunction with other references. It is designed as a guide to be used to complement training and as a reminder to users prior to use.






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-  Hair/clothing getting caught in moving machine parts.
Eye injuries.
-  Flying swarf and chips.
-  Sharp edges and burrs.

DON'T

-  Do not use faulty equipment. Immediately report suspect machinery.
-  Never leave the machine running unattended.
-  Do not hold the item being drilled with your hands. Use a clamp.



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