**Safe Job Procedures**

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| Name of Job:  **Bench or Floor Drill Press** | Development Date:  **March 30th, 2011** | Developed By:  **CSNS** |

**Possible Hazards Present**

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| Gloves, loose clothing or jewelry being caught | Flying debris | Sparks |  |
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**Personal Protective Equipment (PPE) and Devices Recommended**

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| Steel toed boots | Face shield | Safety glasses |  |
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**What is a proper safe job procedure to follow?**

* Read and understand instruction manual before operating drill press
* If you are not thoroughly familiar with the operation, obtain instruction from supervisor or other competent person.
* Do not operate while under the influence of medications, drugs or alcohol
* Always wear eye protection
* Guards and shield should be in place and used at all times
* Secure the material to be drilled securely with clamps or vise
* Adjust the speed of the drill as required
* Remove the chuck key form the chuck before starting the drill
* Make all adjustments with the power off
* Securely lock the drill bit into the chuck
* Shut off the power when you have completed drilling and remove the drill bit from the chuck
* Clean the table of debris before leaving the machine