



35 MacDonald Ave,  
Dartmouth, NS, B3B 1C6  
Tel: 902 468 6696  
Toll Free NS: 1 800 971 3888  
Fax: 902 468 8843  
Web: [www.constructionsafetyns.ca](http://www.constructionsafetyns.ca)

### Safe Job Procedures

<b>Name of Job:</b> <b>Bench or Floor Drill Press</b>	<b>Development Date:</b> <b>March 30th, 2011</b>	<b>Developed By:</b> <b>CSNS</b>
--	---	-------------------------------------

#### Possible Hazards Present

Gloves, loose clothing or jewelry being caught      Flying debris      Sparks

#### Personal Protective Equipment (PPE) and Devices Recommended

Steel toed boots      Face shield      Safety glasses

### 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

Please note: This document is for information purposes only as a guide. The safe job procedures (SJP) and safe work practices (SWP) created for your workplace should reflect your organizations processes, equipment and hazards as identified by a hazard analysis. Construction Safety Nova Scotia does not assume responsibility for the use of information in this document. If assistance is needed to complete a SWP and SJP for your organization please contact CSNS member services at [constructionsafetyns.ca](http://constructionsafetyns.ca) or 1.800.971.3888.