

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

PERSONAL PROTECTIVE EQUIPMENT

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|--|--|---|---|---|---------------------------------------|
|  | Safety glasses must be worn at all times in work areas. |  | Long and loose hair must be contained. |  | Gloves must not be worn. |
|  | Sturdy footwear must be worn at all times in work areas. |  | Close fitting/protective clothing must be worn. |  | Rings and jewellery must not 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.

POTENTIAL HAZARDS AND INJURIES

- ⚠ 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 equipment.
- ✗ Never leave the machine running unattended.
- ✗ Do not hold the item being drilled with your hands. Use a clamp.

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