

Drilling Machine

DO NOT use this machine unless a Training Officer has instructed You and has given permission by a signed Risk Assessment



Safety glasses must be worn at all times in work areas.



Sturdy footwear must be worn at all times in work areas.



Rings and jewellery must not be worn.



Long and loose hair must be contained.



Close fitting/protective clothing must be worn.



Gloves must not be worn when using this machine.

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Check workspaces and walkways to ensure no slip/trip hazards are present.
- ✓ Locate and ensure you are familiar with the operation and controls – On/Off
- ✓ Ensure all guards are in place & Interlocks are operational.
- ✓ Ensure the chuck key (if used) has been removed from the drill chuck.
- ✓ Ensure the work-holding device & work-piece are securely clamped.
- ✓ If the job obstructs the walkway erect a barricade.
- ✓ Adjust spindle speed to suit drill or cutter diameter.
- ✓ Faulty equipment must not be used. Immediately report suspect equipment.

OPERATIONAL SAFETY CHECKS

- ✓ Never leave the Drill while it is running.
- ✓ 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 (beware of hair catching).

HOUSEKEEPING

- ✓ Switch off the machine.
- ✓ Remove drill/cutter before clean down & store them safely.
- ✓ Leave the machine in a safe, clean and tidy state.

POTENTIAL HAZARDS

- ⓘ Sharp Drills/Cutters – contact injury handling /clean-up.
- ⓘ Hair/clothing entanglement - rotating spindle/drill.
- ⓘ Eye injuries.
- ⓘ Skin irritation.
- ⓘ Metal splinters/swarf burrs.
- ⓘ Flying debris.