

RCI Safety Series Passport — Drill Press

Student Name: _____

Certification Date: _____, 20____

What should you do before using a drill press?

Drill presses can be dangerous if not used properly.

- ✓ Operate only with Mr. Ferguson's permission and after you have received proper instruction.
- ✓ Wear appropriate safety glasses.
- ✓ Ensure that the drill press has a start/stop button within easy reach of the operator.
- ✓ Use a vacuum, brush or rake to remove cuttings.
- ✓ Remove burrs and chips from a drilled hole. When making deep holes, clean out the hole frequently.
- ✓ Use a clamp or drill vise to prevent work from spinning.
- ✓ Lubricate drill bit when drilling metal.
- ✓ Reduce the drilling pressure when the drill begins to break through the workpiece. This action prevents drill from pulling into the work and breaking.
- ✓ Keep drill bits clean and sharp. Dull drills are a common cause of breakage.
- ✓ Keep floor around the drill press free of oil and grease.
- ✓ Keep the working surface clean of scraps, tools and materials.
- ✓ Keep guards in place and in good working order.

Refer to portable hand drills for additional information.

Refer to Woodworking Machines - General Safety Tips for general safety precautions.



What are some things you should avoid doing?

- ✓ Do not wear any loose clothing or ties. Roll sleeves above the elbow to prevent them from being caught in revolving parts. Confine long hair.
- ✓ Do not wear gloves, rings, watches, or bracelets while working with a drill press.
- ✓ Do not set speeds, adjust, or measure work until machine is completely stopped.
- ✓ Do not leave chuck key in drill chuck. Make adjustments and remove key immediately.
- ✓ Do not hold work by hand when drilling holes larger than 12 mm (1/2 in.) in diameter.
- ✓ Do not place hands under the stock being drilled.
- ✓ Do not stop rotation of chuck and spindle with your hand.
- ✓ Do not remove a broken drill with a centre punch and hammer.
- ✓ Do not leave the drill press running unattended.

Ensure that you follow all shop safety rules

➡ **Safety First** ⬅