

Drill Press Safe Operating Procedure

1. Operate only with the instructor's permission and after you have received instruction.
2. Remove jewelry, eliminate loose clothing, and confine long hair.
3. Make sure all guards are in place and operating properly.
4. Always use proper Personal Protective Equipment (PPE's). i.e. eye protection
5. All materials should be inspected for defects such as warps, knots and foreign objects.
6. Do not wear gloves.
7. The belt guard should always be in place.
8. Clamp work to the table and long stock should be placed to the left to avoid being struck by the material if a jam occurs.
9. Make sure the chuck key is removed from the chuck before starting.
10. Make all adjustments with the power off and machine unplugged.
11. Adjust the table depth stop to avoid drilling into the table.
12. Never perform setup or layout work on the table.
13. Make sure that the drill bit or cutting tool is secure in the chuck and in good condition.
14. Use the recommended speed for the material you are drilling. (The harder the material the slower the speed).



15. When finished shut off power, remove drill bit or cutting tool and clean up debris.