

## **Drill Press Safety Checklist**

Refer to Craftex CT021N Radial Drill Press Instruction Manual for detailed operation guidelines

### **PPE/Safety Rules**

- Wear appropriate safety classes
- Use a clamp or drill vise to prevent object from spinning.
- Lubricate drill bit when drilling metal
- Reduce pressure on the drill when drill breaks through the workpiece, to prevent drill from pulling into the workpiece and breaking.
- Keep floor around the drill press free of oil and grease
- Shut off power before removing drill bit
- Keep working surface and the area around the drill press clean of scraps. Use the vacuum provided to remove cuttings.

### **Things to Avoid**

- 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 force the drill with extra pressure.
- Do not hold work by hand when drilling holes; secure the work with clamps or vices.
- 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.

### **Pre-start Checks**

- Have I been trained?
- Do I know how to stop the machine quickly in case of an emergency? Is the safety on?
- Have I selected the correct drill bit?
- Have I selected the correct speed?
- Is the drill bit fastened tightly and is not blocked by the surface?

### **Potential Hazards**

- Hand injuries
- Eye injuries
- Drill Bit slip.

