

The background of the slide features a large, light green shield with a white outline. Inside the shield is a white silhouette of a pelican feeding its young in a nest. The text is overlaid on this shield.

Safety Instructions and Job Hazard Analysis: Drill Press

Job/Task Step	Hazard	Hazard Control Method/PPE
Inspect Equipment/PPE Check/Buddy System	N/A	<ul style="list-style-type: none"> • Don all required PPE for use of the Drill Press. Approved Safety Glasses with side shields, Long Pants, and Closed Toe Shoes. • Consider Ear plugs for noise protection • Additional foot protection is required when working with heavy parts and pieces. • Tuck in shirt, no loose fitting clothing or jewelry. • Long hair must be pulled back or tucked into a hat. • Work with the supervisor of the space to review operation and ensure all risks have been addressed.
Rotate drill up and install the bit	Abrasions/Lacerations, Pinch Points	<ul style="list-style-type: none"> • Be aware of hand placement to avoid Abrasions/lacerations and Pinch Points.
Place material to be drilled on the platform	Abrasions/Lacerations, Muscle Strains, Pinch Points	<ul style="list-style-type: none"> • Be aware of hand/body placement and sharp edges of the material. • Use proper lifting technique while placing the material on the drill. • Ask for help if the material is too heavy or awkward in size/shape. • Be aware of hand and body placement. • If the material you're drilling has sharp edges, wear gloves but only while securing material to the drill table.
Secure Materials with C-Clamps	Abrasions/Lacerations, Pinch Points	<ul style="list-style-type: none"> • Be aware of hand placement to avoid Abrasions/lacerations and Pinch Points. • If the material you're drilling has sharp edges, wear gloves but only while securing material to the drill table. • Rotate guard into place near, but not touching, the chuck and drill bit.
STOP	PPE CHECK	<ul style="list-style-type: none"> • PRIOR TO STARTING THE DRILL PRESS ENSURE THAT GLOVES ARE REMOVED,

			<p>LOOSE FITTING CLOTHING IS TUCKED IN, JEWELRY IS REMOVED, AND LONG HAIR IS PULLED BACK OR TUCKED INTO A HAT</p> <ul style="list-style-type: none"> • Required PPE: Safety Glasses, Closed Toe Shoes, and Long Pants
Turn on Drill Press		Rotating Parts, Pinch Points, High Noise, and Flying Debris.	<ul style="list-style-type: none"> • Be aware of hand/body placement due to rotating parts/pinch point hazards. • Wear safety glasses to prevent eye injury.
Pull Handle to Drill Material		Rotating Parts, Pinch Points, High Noise, Flying Debris, Hot Material, and Slipping hazards.	<ul style="list-style-type: none"> • Be aware of hand/body placement due to rotating parts/pinch point hazards. • Wear safety glasses to prevent eye injury. • If metal is being drilled and lubricant is being used, ensure it does not spill on the floor to prevent slipping. • Metal shavings may be hot. • Wear closed toe shoes to prevent burns. • If wood is being drilled, be aware of saw dust falling on the floor and into the air. • Be aware of foot placement and walking surfaces to prevent slipping.
Turn off Drill Press		Ensure the Drill has completely stopped before moving on.	<ul style="list-style-type: none"> • Do not touch the material or the drill bit until the bit stops completely.
Remove the Drilled Material		Abrasions/Lacerations, Muscle Strains, Pinch Points, High Temperature.	<ul style="list-style-type: none"> • Be aware of hand/body placement and sharp edges of the material. • Use proper lifting technique while removing the material from the drill. • Ask for help if the material is too heavy or awkward in size/shape. • Be aware of hand and body placement. • The bit and drilled material may be hot or have sharp edges, especially when drilling steel. Do not touch without proper hand protection (gloves).
Clean up work area		Abrasions/Lacerations, Flying Objects, Hot Material, Slipping Hazards.	<ul style="list-style-type: none"> • Be aware of hand/body placement and sharp edges of the material. . • Do not attempt to remove metal shavings from the bit with your hands.

		<ul style="list-style-type: none"> • Use a shop brush to remove the shavings and a broom and dust pan (or vacuum) to pick them up off of the ground. • Some metal shaving may be sharp, hot, or wet from lubricant. • Wipe up any wet surface (drill platform/shop floor) during the cleaning process. • Gloves must be worn while picking up metal shavings.
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In case of malfunction: If the tool does not perform as anticipated, or makes an unfamiliar sound, or creates any safety concerns: IMMEDIATELY notify a Maker Ninja and ask them to Lockout and Tag out the tool until a follow-up inspection can be completed.