DRILL PRESS SAFETY TIPS

**Be Prepared**
- Review safety data sheet for work materials and cutting fluid hazards
- Inspect critical parts of the drill press on a daily basis
- Adjust lighting to illuminate the work area
- Ensure chuck shield is properly adjusted before starting
- Use an anti-fatigue mat if standing for long periods
- Wear personal protective equipment (PPE)
  - Safety footwear
  - Safety glasses
  - Hearing protection
- Remove rings, bracelets, watches, necklaces before work
- Tie back long hair
- Wear tight fitting clothing and/or roll up sleeves to prevent snagging

**Work Safe**
- Use drill press only for intended purpose
- Do not use gloves
- Properly secure work piece with clamps (do not hand-hold)
- Ensure you remove the chuck key from chuck before starting
- Before drilling larger diameter holes, always drill smaller pilot hole first
- Apply gradual pressure
- Never remove chips and curls by blowing with your mouth
- Stop if unusual vibration or noise
- Ensure chuck has come to a complete stop before carrying out any work in the area of the chuck or cutting tool
- Do not grasp rotating parts
- Handle hot and/or sharp work pieces and cutting tools with gloves or a rag
- Keep work area tidy

**Finish Right**
- Remove chips and curls with a vacuum or a brush
- Clean up spills, tools, equipment and trip hazards in the work area
- Lockout and tag out before performing any maintenance, adjusting speed by moving belt onto different pulleys, cleaning
- Defective equipment must be tagged and removed from service
- Clean and put away the PPE
- Wash hands and any exposed areas regularly
- Keep drill bits clean and sharp
- Let your supervisor know of any safety concerns and damage to the drill press

**Speak up!** If you see a hazard, let a supervisor know. Everyone plays a role in your safety and health.
HOW TO USE SAFETY CHECKS FOR WORKERS

Safety checks provide information for workers on how to work safely with specific hazards. Safety Check information can be used in orientation training, tailgate talks or even in one-one coaching. Use the following tips to help you communicate this information in your workplace:

- Use language that is consistent with the workplace
- Consider the work you do and specific examples of how these hazards can result in injury or illness
- Explain how the safe work practices will help prevent injury and illness
- Wherever possible, use the actual tools, equipment, materials and PPE to demonstrate proper use
- Ask specific questions during your talk to check understanding
- Keep a record of each talk that you deliver (see the form below)
- Post a copy of the Safety Check for workers to reference

Date: ____________________________  Topic: __________________________________________________

Safety Check Session Leader: _________________________________________________________________

Learner Name (Please print)  Signature

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