**Standard Operating Procedure for Drill Press in [Unit/Department/Shop]**

***Instructions****: Update this template with details specific to drill press use in your department/unit/shop/maker space.*

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| **TOPIC** | **PROCEDURES** |
| **1. Process** | Drill holes in metal, wood or plastic. |
| **2. Equipment** | Drill Press [add specifics]. |
| **3. Personal Protective Equipment (PPE)** | Safety glasses, plus any other PPE that may be required based on the [**Shop PPE Hazard Assessment**](https://www.ehs.washington.edu/resource/shop-personal-protective-equipment-ppe-hazard-assessment-guide-1334)**.** |
| **4. Environmental /**  **Ventilation controls** | Equipment is securely mounted or bolted to the floor. |
| **5. Required training or approval** | * Review and observe [general safety practices](https://www.ehs.washington.edu/system/files/resources/staying-safe-shops-poster.pdf) for this shop. * Refer to the manufacturer’s operating manual for all operating procedures. |
| **6. Inspection requirements before use** | * Ensure all safety shields and guards are in place prior to turning the machine on. * Ensure all body parts, clothing, hair, jewelry and other objects are clear of the work area and other moving parts before starting the machine. * Check the area to be sure people are alert and wearing PPE. * Ensure all work holders, clamps and vices are tightened enough to hold the stock while working. Never hold the part being worked in your hand. * Ensure the stock table has a piece of material that allows pass through of the bit without damaging the table itself. Make sure the material is fastened securely to the existing table. * Before starting the press, ensure the depth gauge is set properly. |
| **7. Safe operating procedures or precautions** | * Never leave the key in the chuck. Do not let go of the key until it is free of the chuck and secured in its proper holding place. * Select drilling speed carefully. Denser stock must be drilled at a very low speed. * The correct drill speed and plunge speed for the specific material and drill bit must be used. Stop the machine before making adjustments or measurements. * Never attempt to remove a drill bit from the chuck by engaging the power. * Do not stop the rotation of the bit or any rotating or moving machinery parts by hand. * Do not leave tools, bits or excess pieces of stock on the press table. * All belts and pulleys must be guarded. If frayed belts or pulleys are observed, the press must be taken out of service and the belts or pulleys replaced. * Stop the machine immediately if odd noise or excessive vibration occurs. * Only properly sharpened drill bits and cutting tools in good condition should be used. Dull drill bits and chipped or broken cutting tools must be removed from service. * Disconnect the drill press from power source and follow lock out/tag out procedures for stationary presses or manufacturer’s instructions for table mounted/portable presses if making repairs or servicing. |
| **8. Waste cleanup** | Not applicable |
| **9. Emergency response and accident reporting** | In case of fire, dial 9-1-1.  Report any accidents, injuries, or near miss events using [UW’s Online Accident Reporting System (OARS) at](https://oars.ehs.washington.edu/)oars.ehs.washington.edu. |

**Name**:       **Title**:

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: