



# SAFE OPERATING PROCEDURE

## BORUM DRILL PRESS



**DO NOT** use this machine unless a Technical Officer or correctly inducted staff member has instructed you in its safe use and operation and has given you permission.



Safety glasses, or a face shield as well as a P2 Mask must be worn.



Appropriate hearing protection (*Class 5-SLC<sub>80</sub>>26 dB*) must be worn.



Enclosed footwear with substantial uppers must be worn



Long or loose hair must be tied back and contained.



Remove rings, dangling jewellery and gloves



Close fitting clothing + a correctly tied and fitted work apron is encouraged.

**A very high risk of injury exists if guards and fences are removed.**

### PRE-OPERATIONAL SAFETY CHECKS

1. Check workspace and walkways to ensure no slip/trip-hazards are present. If the job obstructs a walkway, erect a barricade.
2. Check that all safety guards are in position. Examine the tool for any obvious damage.
3. Securely tighten the correct drill bit in the chuck and ensure all adjusting keys and wrenches are removed from the drill before operating.
4. Locate and ensure you are familiar with the operation of the ON/OFF starter and E-Stop.
5. Check that the clamping device is in good working condition and is appropriate for the job. Follow the correct clamping procedures to ensure work is secure.
6. Ensure all clamping devices are secured prior to commencing each task.
7. Check the cutting speed is correct for the job. Adjust if necessary. Refer to QR code for operation manual.
8. Faulty equipment must not be used. Immediately report suspect equipment via QR code above.

### OPERATIONAL SAFETY CHECKS

1. Start the drill and allow it to come to full speed.
2. Feed downwards at a sufficient rate to keep the drill cutting.
3. Do not apply excessive force to the material. The need for excessive force may indicate blunt drill bits. Check the drill bit, replace with a new one if required.
4. Keep fingers, hands, clothing and head, well clear of the rotating drill chuck and bit.
5. Never leave the drill press while it is running.
6. Before making adjustments or before cleaning accumulated swarf, switch off and allow the drill to come to a complete standstill.

### HOUSEKEEPING

1. After use, clean all debris and dust from the drill. Dispose of waste to correct bins.
2. Return all drill bits and parts to storage.
3. Leave the workspace in a safe, clean and tidy state.

### POTENTIAL HAZARDS

- Entanglement in rotating parts
- Flying swarth or chip
- Sharp edges and burrs
- Dust
- Eye injuries
- hot surfaces or drill bits

### FORBIDDEN

- DO NOT operate this equipment under the influence of alcohol or other drugs

Date of last review: \_\_\_\_\_

Signature: \_\_\_\_\_

Relevant: Legislation/Guidelines/Standards WHS Act 2011, WHS Regulations 2011. <https://www.safework.nsw.gov.au/>