

## **DRILL PRESS SAFETY AND PRACTICE**

1. Do Not use the drill press if you are too tired, hungry, sad, mad, or dehydrated. Never work while under the influence of drugs, alcohol, or any medication that creates drowsiness or impaired thinking.
2. Never use the drill press until you have been trained on and understand the safety issues and procedures specific to use of the drill press. Obtain advice from your instructor, woodshop manager, or monitor if you are not thoroughly familiar with the operation of the drill press.
3. Plan ahead; think of the sequence of operations that need to be done. Think about where your hands are going to be before, during, and after the operation.
4. Pay attention to your “gut feeling” or that “little voice in the back of your head,” if something doesn't feel right or if an operation feels dangerous then it probably is, so STOP and think it through and/or talk with your instructor, woodshop manager, or monitor. There is probably a safer way to do the operation.
5. Always wear eye and ear protection when using the drill press. Wearing a dust mask is always a good idea.
6. Do not wear loose clothing or gloves. Remove watch, all jewelry and tie back long hair or beards. The rotating spindle will tend to pull in anything in its vicinity.
7. Like all machines you must give the drill press your undivided attention during use. Once you have begun drilling you must keep your complete focus on that operation until the task is complete. Do not look up at activity that may be happening around you or engage in conversation while operating the machine.

8. Check that the drill press is in working condition. Get into the habit of doing a "pre-flight" checking procedure. Keep in mind that you do not know who or for what the drill press was used prior to your arrival. The following should be checked before use.
  - a. Is the chuck and drill bits adequately tightened?
  - b. Is the speed set correctly for the type of operation that you want to perform? Do NOT make this adjustment yourself, ask your instructor, studio manager, or monitor to make the change.
  - c. Is the table and floor area around the machine clear of tools, scraps, etc?
  - d. Is there enough clearance around the machine to accommodate the stock and to facilitate a safe working environment?
  - e. Is the table adjusted properly and tightened down?
9. If the drill press uses a chuck key, remove the key before starting the machine. Never start the machine with the drill bit in contact with the work piece.
10. Use only the drill bits or sanding drums that are recommended for use on a drill press.
11. VERY IMPORTANT -All work must be securely clamped to the table and backed up with a scrap piece of wood. Please make sure the drill bit is positioned over the hole in the table surface.
12. Hold the work firmly against the table. Do Not attempt to drill a work piece that does not have a flat surface against the table, or that is not secured by a vice. The drill press exerts a downward thrust on the work piece. Prevent the work piece from rotating by clamping it securely to the table.
13. Do Not cut odd shaped pieces or cylindrical stock without first obtaining instruction from your instructor, studio manager, or monitor. The work

must be held in a safe and secure manner.

14. Properly support long or wide work pieces.
15. Avoid awkward operations and hand positions. Keep arms, hands, fingers away from the drill bit.
16. Turn the machine off and wait for the drill bit or sanding drum to stop turning prior to cleaning the work area, removing debris, removing or securing work piece, or changing the angle of the table.
17. Never perform layout, assembly, or setup work on the drill press table while the machine is running.
18. If a drill bit comes loose during an operation, turn the machine off. Stand back until everything stops and retighten the chuck. If you think there is any problem with the machine speak with your instructor, studio manager, or monitor before proceeding.
19. Like all machines you must give the drill press your undivided attention during use and while it is on. Become familiar with the sound of the machine and stay alert to any new sounds or vibrations.
20. When the work is complete, turn off the machine, clean the work area {table top and floor area) and remove all your stock and scraps.
21. Please realize there are no shortcuts in woodworking. When beginning work on the drill press, mentally prepare yourself for a pace of work that is slower, more deliberate, and safety conscious. Accept the fact that everything will take longer than you think. Always err on the side of caution.

Familiarity with the drill press breeds confidence and competence so practice often and ask questions and get help as you need it.