



Safe Operating Procedures

SOPs are designed to help employees identify hazards, limitations, PPE, & safety training for specific equipment/tasks.
Environmental Health and Safety, 414 J.M. Smith Hall

	Equipment/ Task Name	Operating a Drill Press
	Departments Impacted	Art & Architecture Department
	Purpose	A drilling machine, called a drill press, is used to cut holes into or through metal, wood, or other materials. Drilling machines use a drilling tool that has cutting edges at its point. This cutting tool is held in the drill press by a chuck or Morse taper and is rotated and fed into the work at variable speeds.
TASK	HAZARDS	CONTROLS
1. Clean the table.	Eye injury from metal debris	<ul style="list-style-type: none"> • Wear eye protection. • Do not use compressed air.
2. Load the vise.	Foot injury if the vise falls	Secure the vise on the table with T-pins.
	Finger pinching while sliding the vise	<ul style="list-style-type: none"> • Don't let your fingers get under the vise unless you are lifting it from the table. • Keep your eyes on the task
3. Lock the table in place.	Back strain	Don't lean over the table to twist the lock handle.
4. Load the bit.	Hand injury from the bit	<ul style="list-style-type: none"> • Wear gloves. • Don't hold on the end of the bit
5. Start the drill.	None foreseen	
6. Feed the drill with the feed.	Injury caused by breaking the bit	<ul style="list-style-type: none"> • Feed with the appropriate pressure. • Use the appropriate bit for the type of metal. • Wear eye protection.
	Eye or skin damage from cutting oil	<ul style="list-style-type: none"> • Use the lowest RPM. • Wear eye protection. • Wear a long sleeved shirt.
	Hand injury from the exposed pulley near the feed handle	<ul style="list-style-type: none"> • Make sure a pulley guard is in place. • Don't push the feed handle toward the pulley.
7. Unload the vise.	Foot injury if the vise falls	Leave the vise secure on the table with T-pins until it is unloaded.
	Finger pinching while sliding the vise	<ul style="list-style-type: none"> • Don't let your fingers get under the vise unless you're lifting it from the table. • Keep your eyes on the task.



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8. Clean the table.		Eye injury from metal debris	<ul style="list-style-type: none">• Wear eye protection.• Do not use compressed air.		
Required Training:		Required Personal Protective Equipment (PPE)			
1. Operation of the drill press.		1. Gloves 2. Eye protection			
SOP ID	A007	Related Documents	Art Shop Manual	Creation/Revision Date	9/2018

Suggestions, questions, or comments? Please contact EH&S