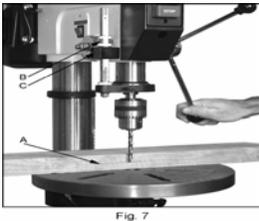


Safe Work Instruction	
<b>Drill Press</b>	Issue date: 22 October 2008

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Example content:

<b>Document no.</b>	<b>Work description</b> Use of Drill Press		
	<b>Scope</b> Applies to the use and operation of drill press		
<b>References / Review Date:</b>	<b>References : AS4024.1 Safety of Machinery.</b>		
<b>Responsible supervisor</b>	<b>PPE and precautions</b>	<b>Competencies or qualifications</b>	<b>Licences or permits required</b>
<i>Insert name in BLOCK letters</i>	<b>Do not wear</b> anything loose that <ul style="list-style-type: none"> <li>•</li> </ul>		
<b>IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO THE RISK MANAGEMENT PROCEDURE</b>			
<b>Pre Operational Safety Checks</b>	<ul style="list-style-type: none"> <li>• Check workspace</li> <li>• Do not use drill press</li> <li>• Check that the drill</li> <li>• Ensure the chuck key</li> <li>• Locate and ensure you</li> <li>• Follow correct clamping</li> <li>• If the job obstructs</li> <li>• Adjust spindle speed</li> <li>•</li> </ul>		
<b>Safe Operational Use</b>	<ul style="list-style-type: none"> <li>• Never leave the Drill Press.</li> <li>• Use the drill press in a well</li> <li>• Before making adjustments.</li> <li>• Keep guards in</li> <li>• Use clamps to hold the</li> <li>• For flat work, lay</li> <li>• For small workpieces</li> <li>• Always position</li> <li>•</li> </ul> <div style="text-align: center;">  <p>Fig. 7</p> </div>		
<b>Kickback</b>	<ul style="list-style-type: none"> <li>• A kickback occurs when work</li> <li>•</li> </ul>		
<b>Housekeeping</b>	<ul style="list-style-type: none"> <li>• Switch off the machine</li> <li>• Isolate</li> <li>• Leave the machine</li> </ul>		
<b>Inspection and maintenance</b>	<b>Drill Press must be inspected,</b> <ul style="list-style-type: none"> <li>•</li> </ul>		