

STUDY GUIDE
DRILL PRESS SAFETYNAME: _____
CLASS OR PERIOD: _____
DATE OF INSTRUCTION: _____

1. Tuck your hair neatly under a cap when you operate a drill press. Even reasonably short hair can get caught in the turning bit or chuck, and the result could be a very serious injury.
2. Don't wear loose clothes. Button down sleeves or roll them up neatly. Tuck in shirts.
3. Wear eye protection. Use a face shield or safety goggles when you operate the drill press.
4. Be sure the belt and pulley safety guard is in place. Never operate a drill press unless this guard is in place.
5. Make sure the table is adjusted so the clearance hole in the table is lined up directly under the drill bit. This will prevent drilling into the table surface.
6. Secure the table locking clamp firmly to prevent the table from shifting or sliding down the column.
7. Check the drill speed before you operate the drill. Use the right speed for the work. The correct speed will depend on the type of material to be drilled and the size and type of bit to be used.
8. Be sure the drill bit is sharp, straight and in good condition.
9. Don't try to tighten the chuck by hand. Use the chuck key to fasten the cutting tool in the chuck.
10. Always check twice to be sure you have removed the chuck key before turning on the drill press.
11. Use clamps to hold the work firmly on the table.
12. Keep your hands out of the area directly under the drill bit.
13. Don't allow the drill bit to overheat. Don't use too much pressure; don't force the cut. Use a machining lubricant when necessary.
14. When it's cutting, the drill bit will get hot enough to cause a severe burn if you touch it. Allow the bit time to cool before you handle it.
15. Turn the drill press off before you make any changes or adjustments. Turn it off and wait for it to come to a complete stop, then make the changes.
16. Never try to stop the drill by hand. Always let it coast to a stop.
17. Don't leave a drill while it's still running. Turn it off and stay with it until it has come to a complete stop.
18. Don't use your hands to clear away chips, metal turnings or dust. Use a rag or a brush to clean the work and the table.