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| <b>Hazards</b>           | flying chips, sharp edges and burrs, cuts, lacerations and amputations |
| <b>Tools/Equipment</b>   |  |
| <b>Employee Group(s)</b> | Facilities Management – Mechanical & Electrical                        |

**Required PPE:**



Safety Shoes



Eye  
Protection

**SAFE WORK PRACTICES**

- Do not perform the procedure or operate the equipment until you have been appropriately trained and authorized to do so by your supervisor.
- Inspect required personal protective equipment (PPE) and replace if required.
- Do not wear loose clothing, dangling jewelry, etc.

**PROCEDURES**

1. Make all adjustments with POWER OFF. Adjust table height, depth and rotating speed.
2. Select appropriate drill for the job. Do not use drills/cutters designed for wood with metal.
3. Position the table and adjust feed depth so that drill/cutter cannot hit table.
4. Clamp material firmly with long end of stock to left of the drill.
5. Mark the center of the hole to be drilled with a center punch.
6. Lubricate the drill bit with cutting oil when drilling iron or steel. Use a coolant when drilling nonferrous metals such as copper, brass or aluminum.
7. Ensure hands are at least 15 cm (6 inches) away from rotating drill/cutter.
8. Pull feed lever and perform operation slowly and at a consistent pace.
9. When making deep holes, clean out the hole frequently. Use a vacuum, brush or rake to remove cuttings.
10. Turn power OFF. Ensure chuck has stopped rotating and remove work piece.
11. Clean up debris with POWER OFF.

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*NOTE: All PPE, tools and equipment shall be used in accordance with provincial OH&S legislation, manufacturer's specifications, applicable standards and codes of practice.*