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Press Drill

Press drills are used for controlled drilling of approved materials. Rotating parts, broken drill bits, unsecured workpieces and entanglement can cause serious injury.



Personal Protective Equipment



Ear Protection



Steel toe capped
boots



Hi-vis
Clothing/Close
fitting Clothing



Goggles/ Faceshield

FAILURE TO WEAR EYE PROTECTION MAY RESULT IN DISCIPLINARY ACTION

Potential Hazards

- Entanglement with rotating spindle, chuck or drill bit
- Hair, loose clothing or jewellery being caught
- Workpiece spinning or being ejected
- Flying swarf, chips or broken drill bits
- Contact with sharp drill bits or swarf
- Pinch/crush points when adjusting table or vice
- Noise and vibration
- Unexpected machine start-up
- Hot drill bits and workpieces

Before Use

- Only trained and authorised persons may operate the press drill.
- Inspect the machine, chuck, guards, controls and emergency stop.
- Ensure the drill is secure and the work area is clean and well lit.
- Select the correct, sharp and undamaged drill bit.
- Isolate the machine before fitting/changing bits or making adjustments.
- Secure the drill bit correctly and **REMOVE THE CHUCK KEY** before starting.
- Set the correct spindle speed for the drill size and material.
- Secure the workpiece in a vice, clamp or approved fixture - never hold it by hand.
- Adjust the table and guard correctly; secure all locking handles.
- Remove jewellery; secure long hair and loose clothing.
- **Faulty equipment must not be used. Immediately report any faulty/damaged machinery.**

During use

- Wear required eye protection and keep the guard correctly positioned.
- Keep hands, fingers and clothing away from the rotating spindle, chuck and drill bit.
- Do not wear gloves where they could become entangled in rotating parts.
- Start only when the workpiece is securely clamped.
- Apply steady, controlled feed pressure; do not force the drill.
- Never stop a rotating chuck or spindle by hand.
- Do not remove swarf by hand; stop the machine and use a brush or suitable tool.
- Do not measure, adjust or reposition the workpiece while rotating.
- Stop for excessive vibration, unusual noise, a loose workpiece or damaged bit.
- Never leave the press drill running unattended.

After Use

- Switch off and allow the spindle and chuck to stop completely.
- Isolate before removing the bit/workpiece or making adjustments.
- Treat drill bits and workpieces as potentially hot or sharp.
- Use a brush or suitable tool to remove swarf - never bare hands.
- Clean the table, vice and surrounding work area.
- Return bits, chuck key and accessories to designated storage.
- Report defects, damage or abnormal operation.

Isolation /LOTO

- Switch off and isolate before changing bits, clearing jams, cleaning, maintenance or adjustments.
- Apply Lock Out Tag Out (LOTO) where required by site procedures.
- Never bypass guards, interlocks or safety devices.
- Only authorised persons may carry out electrical or mechanical repairs.

Emergency Procedures

- Press the emergency stop and isolate the machine if an unsafe condition occurs.
- Do not free trapped material or a person until all movement has stopped and the machine is isolated.
- For cuts, crush injuries, eye injuries or entanglement, raise the alarm and obtain First Aid/emergency assistance.
- Report all accidents, near misses, equipment damage and defects.
- Do not return the drill to service after a serious fault until checked and authorised.

Safe Operating Rules

- ✓ Only trained and authosied operators
- ✓ Always secure work in a vice or clamp
- ✓ Remove the Chuck key before starting
- ✓ Keep guards correctly fitted
- ✓ Keep hands away from rotating parts
- ✓ Never remove swarf by hand
- ✓ Isolate before making any adjustments or changing the bit.
- ✓ Never leave the machine running unattended

Competency Sign off Form



Report all accidents, injuries and near misses to your supervisor / H&S. You can also scan the QR codes below.

