

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 018 – DRILL PRESS - PEDESTAL DRILL

1. PURPOSE AND SCOPE

Minimum requirements for safe operation of drill presses/pedestal drills at Illusions Australia.

Applies to drilling approved timber, metal, plastics and similar materials.

2. AUTHORISATION AND COMPETENCY

Only competent workers may operate the drill press.

Operators must understand workholding, speed selection, chuck-key control, entanglement and isolation.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Eye protection.
- Hearing protection where required.
- Safety footwear.
- No gloves near the rotating spindle, chuck or workpiece where entanglement may occur; secure loose clothing, jewellery and hair.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Correct drill bit is fitted and serviceable.
- Chuck key has been removed.
- Guard is fitted where provided.
- Table, vice and workholding devices are secure.
- Speed is suitable for bit and material.
- Workpiece can be clamped or otherwise prevented from spinning.
- Emergency stop/switch is accessible.
- Area is clear of swarf and trip hazards.

5. SAFE OPERATING PROCEDURE

1. Select correct bit and speed with machine stopped.
2. Clamp the workpiece securely, using a vice/jig where appropriate.
3. Set table and depth stop before starting.
4. Remove chuck key.
5. Start machine and allow normal speed.
6. Feed drill smoothly without excessive force.
7. Use appropriate cutting fluid for metal where required.

8. Withdraw periodically to clear deep holes using a safe method.
9. Switch off and wait for spindle to stop before measuring, adjusting or removing work.
10. Remove swarf with a brush or tool, not hands.

6. PROHIBITED PRACTICES

Workers must not:

- Hold work by hand where it can spin or catch.
- Leave the chuck key in place.
- Wear gloves near rotating parts.
- Reach around a rotating spindle.
- Use excessive pressure.
- Adjust belts/speed while energised.
- Remove swarf by hand.
- Attempt to stop rotating work or chuck by hand.

7. ENTANGLEMENT

Rotating chucks, bits and workpieces can catch hair, clothing, jewellery or gloves.

- Restrain hair and remove loose items.
- Keep hands and clothing clear.
- Do not wear gloves near rotation.

8. WORKHOLDING AND SWARF

A caught workpiece can spin violently; metal swarf may be sharp.

- Clamp work securely.
- Use suitable backing material where required.
- Remove swarf with brush/pliers after stopping.

9. FAULTS, DAMAGE AND ABNORMAL OPERATION

Stop for workpiece movement, bit damage, abnormal vibration/noise, chuck/guard fault or electrical problem.

Isolate before investigation.

10. SHUTDOWN AND HOUSEKEEPING

- Switch off and wait for complete stop.
- Isolate before bit changes or maintenance.
- Remove swarf safely.
- Clean table/floor and return tooling.
- Report defects.

11. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate energy sources where safe to do so.

3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

12. STOP WORK REQUIREMENT

Work must stop where:

- Work cannot be securely held.
- Chuck key cannot be removed/controlled.
- Guard or controls are defective.
- Correct bit/speed cannot be established.
- Abnormal vibration or movement occurs.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

Document	SWP 018 – Drill Press - Pedestal Drill
Document Type	Safe Work Procedure
Prepared By	Aidan McDonnell
Approved By	Managing Director
Status	Controlled Document