

# SOP/SSOP | Pedestal Drill

This SOP should be used in conjunction with relevant machinery manuals and manufacturer recommendations.

Procedure Reference	Effective Date	Revision Date	Approval Date
21	7/11/2020 3:31pm	7/11/2020 3:40pm	7/11/2020 3:40pm

**DO NOT use this tool unless appropriately instructed in its safe use and operation and permission to operate has been given.**

COMPULSORY PPE	AS NEEDED PPE
<p>FOOT PROTECTION MUST BE WORN    PROTECTIVE CLOTHING MUST BE WORN</p> <p>EYE &amp; HEARING PROTECTION MUST BE WORN</p>	

## PRE-OPERATIONAL SAFETY CHECKS

1. Check workspace and walkways to ensure no slip-hazards are present.
2. Check that the drill chuck guard (if fitted) is in position.
3. Ensure the chuck key (if used) has been removed from the drill chuck. (It may be tied to the pedestal or power cord).
4. Locate and ensure you are familiar with the operation of the ON/OFF starter and Emergency-Stop.
5. Follow correct clamping procedures to ensure work is secure.
6. If the job obstructs the walkway erect a barricade.
7. Adjust spindle speed to suit drill, cutter diameter and type of material.
8. Faulty equipment must not be used. Immediately report suspect equipment

## OPERATIONAL SAFETY CHECKS

1. Never leave the Drill Press while it is running.
2. Before making adjustments or before cleaning accumulated swarf, switch off and bring the machine to a complete standstill.
3. Feed downwards at a sufficient rate to keep the drill cutting.
4. Feed with care as the drill breaks through the underside of the work.
5. Use a safe working posture.
6. Beware of clothing or hair catching in the drill chuck or bit.

### HOUSEKEEPING

1. Clean up work area at completion of work.
2. Keep the work area and implement in a clean and tidy condition.
3. Check drive belt tension as per manufacturer's recommendation.
4. Always remove drill bits and store at completion of work.

### POTENTIAL HAZARDS

### SPECIAL NOTE

NO PERSONNEL ARE TO USE THIS EQUIPMENT PRIOR TO OBTAINING:

- COMPETANCY IN THE CORRECT USE OF THE EQUIPMENT
- READING AND FULLY UNDERSTANDING THE OPERATOR'S MANUAL
- READING THE STANDARD OPERATING PROCEDURE
- UNDERGOING THOROUGH PRACTICAL TRAINING WHILE PROPERLY SUPERVISED
- SUPERVISOR TO SIGN OFF FOR WHEN EMPLOYEE HAS MET ALL THE CRITERIA LISTED IN THIS SOP

Editor Name

Reicza Ham



