

JOB HAZARD ANALYSIS

Safety Information for Southern Illinois University Edwardsville

FACILITIES MANAGEMENT

OPERATING A DRILL PRESS

TASK	HAZARDS	CONTROLS
1. Inspect the press and clean the table.	Eye and hand injury from metal, plastic or wood fragments.	De-energize unit, wear eye protection and work gloves, Use portable vacuum for cleaning, do not use compressed air.
2. Load the drill bit.	Hand injury from the bit.	Wear gloves and do not handle bit end.
3. Set item to be drilled and clamp as necessary.	Pinch points with heavy and awkward items.	Wear work gloves and handle items with care.
4. Operate drill press.	Injury caused by breaking the bit.	Use appropriate bit for material being drilled and lower press with appropriate pressure.
	Injury caused by metal, plastic or wood shavings.	Wear goggles or face shield when working with metal or plastic, and goggles, face shield or safety glasses when working with wood.
	Loss of control of item being drilled.	Clamp item as necessary and wear work gloves.
	Electric Shock.	Inspect power cord before use, repair or replace damaged cords.
	Hearing loss.	Wear NIOSH/OSHA approved ear muffs or ear plugs.

	Required Training:	Require Personal Protective Equipment (PPE)
<p>Other Information: Contributors: Created: JHA Library Number:</p>	<p>Operation of drill press (supervisor responsibility). Operators manual.</p> <p>Manufacturers manual SIUE Job Hazard Analysis Committee September 2016</p> <p>(EM&S will insert number here, if applicable)</p>	<ol style="list-style-type: none"> 1) Wear goggles or face shield when working with metal or plastic, and goggles, face shield or safety glasses when working with wood. 2) Work gloves. 3) NIOSH/OSHA approved ear muffs or ear plugs. 4) Safety shoes meeting the requirements of the Facilities Management Safety Shoe Program. <p>For more information about this JHA, contact Emergency Management and Safety, Campus Box 1657, (618) 650-3584 • www.siu.edu/emergencymanagement</p>