

Drilling Machine Safe Procedures



SAFE OPERATING PROCEDURES

1. Utilize clamping devices such as F- or G-clamp or bench vice to firmly secure the material to the work bench.
2. Select required drill bit from the drill bits box.
3. Insert and tighten the drill bit to the drilling machine by using the locking key provided together with the drilling machine.
4. Before operation, please ensure that loose clothing like sleeves and shirts are tucked out of the working area.
5. Personal protection equipment like ear plugs and safety goggle must be worn at all times.
6. Position the drill bit above the material and over the spot to be drilled.
7. NEVER started off drilling with the highest drilling speed. Always start off with slow speed and gradually increased to medium and then to high as appropriate.
8. With the button lightly depressed and drill bit revolve slowly, position it over the material and exert downward force gradually.
9. Keeping up the pressure, increasing the drilling speed by depressing the button harder.
10. After the drill penetrate the material, reverse the drilling direction and slowly withdraw the drill bit from the material.
11. Repeat above steps if drilling on other areas are required.
12. Remove power supply to drilling machine and remove drill bit if no longer required.
13. Housekeeping activity is required to be performed on the work bench and on the saw to remove debris.

14. Pack sawing machine in it's original kept location.

INSPECTION PROCESS

1. Visual check of mains Electrical Switches, Wiring and/or Conduit (Cracks, broken controls etc.) Arrange for immediate repair of any faults
2. Verify all Guards are secure and function correctly (Check latches, locks, fasteners and/or interlocks)
3. Ensure workspaces and walk-ways are clear and unobstructed and that no slip-hazards are present
4. Confirm availability and condition of Personal Protective Equipment
5. Conduct close inspection for damage to Switch Gear Test operation of Switch Gear (Proper function of switch controls)
6. Lubricate lightly according to manufacturer's specification
7. Check availability of specific tools for this machine. (spanners, Allen keys, drifts, soft head hammers etc.)
8. Check condition of suds (coolant) and pump operation
9. Check floor space for oil contamination (Coolant spilt on floor should be absorbed with suitable material immediately)