


Picture of equipment:	Equipment:	Jet 17" drill press JDP-17
	Name of Shop or Dept:	Carpenter Shop
	Job Title:	Carpenter
	Analyzed by:	Dawn Tabua
	Date:	6/20/2024

Required PPE:

Work Boots	Hearing Protection	Safety Glasses	Mask/Face Protection
			

Required Training:

Review the manufacturer's operating procedures below:



Jet 17 inch drill press
JDP-17.pdf

Training must also include one-on-one instruction before first use. The use of this equipment is prohibited from use by individuals without proper authorization and training.

GENERAL HAZARD WARNINGS

When not in use, the drill must be kept unplugged. Do not operate power tools in explosive atmospheres, such as in the presence of flammable liquids, gases, or dust; power tools create sparks which may ignite the dust or fumes. **DO NOT WEAR GLOVES** when operating this equipment.

Drilling, sawing, sanding or machining wood products generates wood dust and other substances known to the State of California to cause cancer. Avoid inhaling dust generated from wood products or use a dust mask or other safeguards for personal protection. Proposition 65 warning: This product may expose you to chemical such as lead and chemicals from wood products, which is known to the state of California to cause cancer and birth defects or other reproductive harm. See the user's manual for more information.

PRE-INSPECTION		
TASK	HAZARDS	CONTROLS
Inspect the equipment	Nip points, spark points	Check for missing or worn parts or guards, physical damage, bent frame, and missing safety labels Equipment may not be used if not in good repair. Equipment must be locked and tagged until repairs/replacements are completed and equipment is fully functional.
Inspect the work area	Electric shock, slip and trip hazard, trips, falls, amputations, crushing, struck by, cuts, electric shock	Check for debris, standing water, oil, grease and other hazards. Employees must report known hazards and remove them when possible before work begins. Ensure adequate space surrounding work area and non-glare, overhead lighting. Ensure the equipment is firmly secured to a level work surface before performing any operation. Do not use on the ground.
Check yourself	Caught and pulled-in toward point of operation Eye struck by flying debris Hearing injury	Don all required PPE before touching the equipment. Remove ties, jewelry, and roll sleeves up past the elbows or wear short sleeves. Remove all loose clothing and confine long hair. No pull strings on jackets or hoodies. DO NOT WEAR GLOVES
Check for alignment of moving parts, binding of moving parts, breakage of parts, mounting and any other conditions that may affect its operation.	Amputation, crushing, cuts	A guard or other part that is damaged must be properly repaired or replaced. Equipment must be locked and tagged until guards are fully operational.
OPERATING THE DRILL		
TASK	HAZARDS	CONTROLS
Make certain the switch is in the OFF position and safety key removed before set-up	Automatic start-up, cuts	Follow the pre-inspection steps before use
Remove adjusting keys and wrenches	Struck by flying objects when machine turns on	Follow the pre-inspection steps before use
Ensure all safety guards are in place when the machine is in use	Nip points and point of operation injury	Do not use equipment if there are missing or damaged guards. Lock and tag the equipment until operational guards are replaced
Do not start the drill press while the cutting tool is in contact with the workpiece	Can cause jams and struck by flying objects	Ensure that pre-inspection steps are followed before use
Maintain a balanced stance at all times	Point of operation injury and fall risk	Both feet must be on the ground and separated slightly to maintain balance
Make table adjustments (such as raise or lower table, tilt table, reposition table)	Musculoskeletal disorders	Follow manufacturer instructions to adjust table for the specific work required. Poor positioning can be a strain to the body

Install appropriate drill bit	Catching against material can cause cuts or struck by injuries	Follow manufacturer instructions to select correct bit for the specific work required.
Position safety key	Unauthorized use, automatic start up, cuts, amputation	Safety key must be removed when drill is off. It is reinserted at startup.
Make drill adjustments (such as spindle speed, depth stop, laser adjustments)	Musculoskeletal disorders	Using inappropriate adjustments can strain the body
Secure the work piece and ensure table is locked	Injury to hands from pulling force, flying object	Follow manufacturer recommendation by using clamps to prevent flying workpiece
Feed the bit into the workpiece	Musculoskeletal disorders; struck by on hands	Follow the speed chart on manufacturer's instructions Use only enough force to allow bit to work
Do not overreach or use excessive force to perform any machine operation	Musculoskeletal disorders	The operator's body must not work in an awkward posture. Excessive force means that the equipment is not operating properly. Stop working, turn off equipment, lock and tag it, and report to your supervisor.
Complete work and remove safety key	Unauthorized use, automatic start up, cuts, amputation	Safety key must be removed when drill is turned off.
Maintain equipment	Cuts and amputation, musculoskeletal disorders	Do not use dull drill bits or equipment that is in disrepair