

Machine Operation and Safety Checklist

Class:	<i>Student names</i>									
Machine:										
Drill Press										
Assessment										
(I) Independent (W) With Assistance (T) Working Towards (N/A) Not Applicable										
Preparation:										
Holes marked neatly and accurately										

Setup:										
Table Height Set and Centred										
Machine Cleared of Debris										
Safety Goggles On										
Appropriate Clothing										
Hair, Jewelry, Etc. tied back/removed										
Scrap Stock in Place for Tear-out										
Work piece is aligned and clamped										
Stop Depth Set										
Appropriate Drill Bit Selected										
Bit properly installed and chuck put away										

Operation:										
Checks alignment; adjusts if necessary										
Drills to appropriate depth.										
Uses Appropriate Speed/Pressure										
Observes Safety Zone										

Clean Up:										
Stops Machine & Waits for Drill to Stop										
Bit, Chuck, and Clamp Put Away										
Cleans Up Debris										

Overall:										
Comments:										