### Job Safety Analysis

**Safety Information for The University of North Carolina at Chapel Hill**

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**JOB SAFETY ANALYSIS TOPIC: Energy Services**

**Operation of the Mechanical Maintenance Shop’s Drill Presses**

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|       | 2. Load the vise. | 2a. Finger pinching while sliding the vise | 2a. Secure the vise on the table with T-pins.  
2b. Don’t let your fingers get under the vise unless you are lifting it from the table.  
2c. Keep your eyes on the task. |
|       | 3. Lock the table in place. | 3a. Back strain | 3a. Don’t lean over the table to twist the lock handle. |
|       | 4. Load the bit. | 4a. Hand injury from the bit | 4a. Wear gloves  
4b. Don’t hold on the end of the bit. |
<p>|       | 5. Start the drill. | None foreseen | None foreseen |</p>
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| 6. Feed the drill with the feed. | 6a. Injury caused by breaking the bit  
6b. Injury to body parts (fingers, hands, or body)  
6c. Generation of hazardous chips and sparks | Do not operate drill presses without shields/guards in place.  
Feed with the appropriate pressure.  
Use the appropriate bit for the type of metal.  
Never place fingers, hands, or body parts near the rotating parts.  
Wear eye protection.  
Use the lowest Rotations Per Minute possible for the operation of drill press. |
| 7. Unload the vise. | 7a. Foot injury if the vise falls. | 7. Leave the vise secure on the table with T-pins until it is unloaded. |

**Training**

Employees must have hands on training in the proper use of this piece of equipment.  
Supervisor must review operating procedures with employee.

**Created**

19 September 2008 by Daniel Gilleski, EHS Safety Officer  
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**Referenced Material**

EHS Industrial Maintenance and Construction/Support Services Safety Manual- Machine Safeguarding Requirements Chapter  
Drill Press Safety Specifications;

**Contact Info**

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