



UNC
ENVIRONMENT,
HEALTH & SAFETY

Job Safety Analysis

Safety Information for The University of North Carolina at Chapel Hill

JOB SAFETY ANALYSIS TOPIC: Energy Services

Operation of the Mechanical Maintenance Shop's Drill Presses



Title	Work Task	Hazards	Controls
	1. Clean the table. Wear eye protection.	1. Eye injury from metal debris	1. Do not use compressed air.
	Work Task	Hazards	Controls
	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.
	Work Task	Hazards	Controls
	4. Load the bit.	4a. Hand injury from the bit	4a. Wear gloves 4b. Don't hold on the end of the bit.
	Work Task	Hazards	Controls
	5. Start the drill.	None foreseen	None foreseen

Work Task		Hazards	Controls
	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.
Work Task		Hazards	Controls
	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 and Roger Phillips, COGEN Maintenance Mechanic		
Referenced Material	EHS Industrial Maintenance and Construction/Support Services Safety Manual- Machine Safeguarding Requirements Chapter Drill Press Safety Specifications;		
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