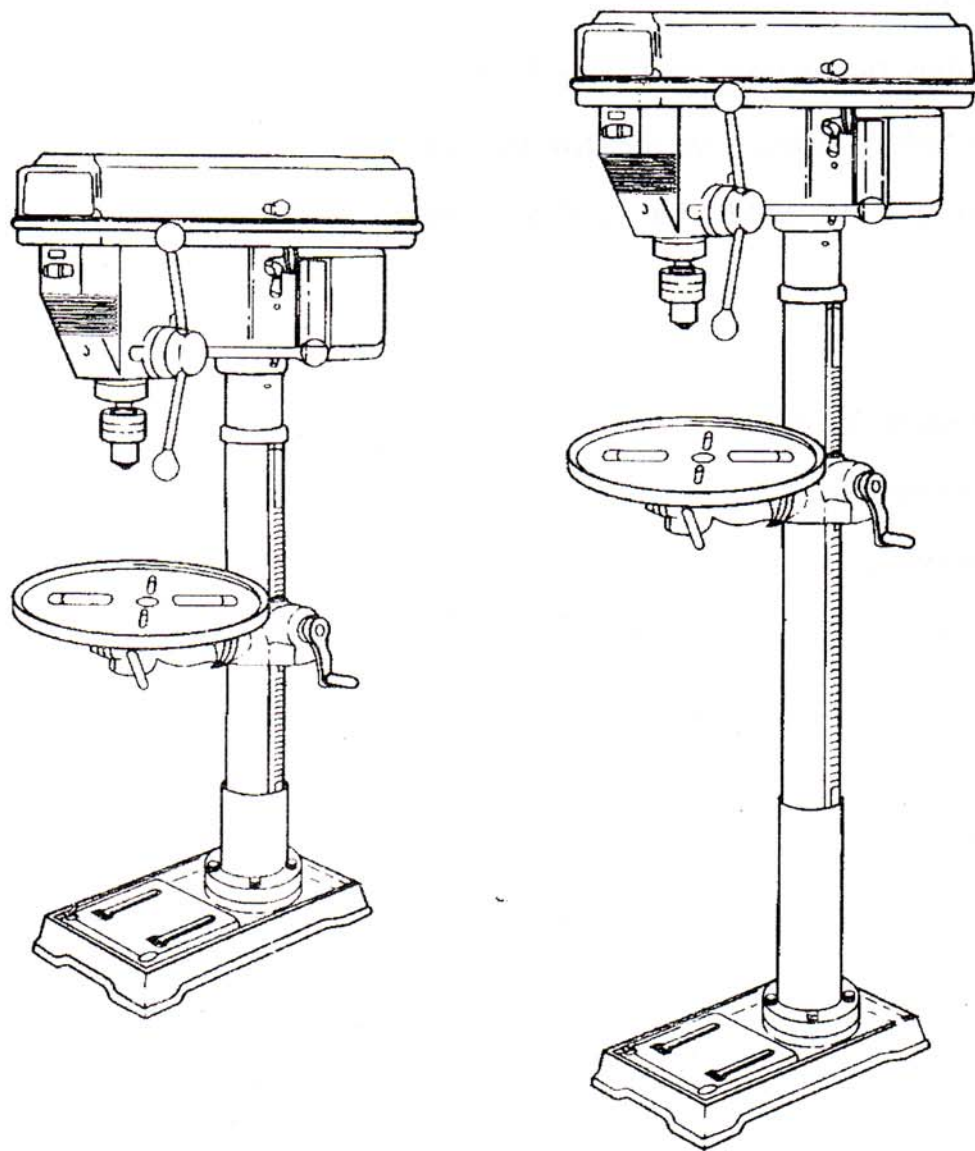


# 16 mm DRILL PRESS



**PLANT SAFETY PROGRAMME**  
**NEW MACHINERY HAZARD IDENTIFICATION, ASSESSMENT & CONTROL**

Stock Code: D147      Pedestal Drill      Model: SPD-25A      Brand: HAFCO



Developed in Co-operation Between A.W.I.S.A and Australia Chamber of Manufactures  
 This program is based upon the Australian Worksafe Standard for Plant(NOHSC:1010-1994)

Item No.	Hazard Identification	Hazard Assessment	Risk Control Strategies (Recommended for Purchase / Buyer / User)
A	ENTANGLEMENT	HIGH	Eliminate, avoid loose clothing / Long hair etc.
B	CRUSHING	LOW	Secure & support work material on drill table.
C	CUTTING, STABBING, PUNCTURING.	MEDIUM	Isolate power to machine prior to any checks or maintenance being carried out. Do not adjust or clean until the machine has fully stopped.
D	SHEARING	MEDIUM	Isolate power to machine when changing speeds or maintenance is being carried out. Make sure all guards are secured shut when machine is on.
F	STRIKING	MEDIUM	Ensure workpieces are tightly secured on machine. Wear safety glasses. Ensure correct spindle direction when drilling..
H	ELECTRICAL	MEDIUM	All electrical enclosures should only be opened with a tool that is not to be kept with the machine. Never clean or dust machine when power is on .
M	HIGH TEMPERATURE	LOW	Wear appropriate protective clothing to prevent hot swarf.
O	OTHER HAZARDS, NOISE.	LOW	Wear hearing protection as required.

Plant Safety Program to be read in conjunction with manufactures instructions



"THE JUNCTION" 2 WINDSOR ROAD, NORTHMEAD NSW 2152  
 Phone (02) 9890 9111      Fax (02) 9890 3888

Authorised and signed by:   
 Safety officer: .....  
 Manager:  .....  
 Date: Mar-02

## Additional Safety Instructions for Drill Presses

### SAFETY SIGNAL WORDS

**DANGER** : means if the safety information is not followed someone will be seriously injured or killed.

**WARNING** : means if the safety information is not followed someone could be seriously injured or killed.

**CAUTION** : means if the safety information is not followed someone might be injured.

**WARNING** : For your own safety, do not attempt to operate your drill press until it is completely assembled and installed according to the instructions... and until you have read and understand the following:

1. General Safety Instructions for Power Tools. 2
2. Getting to Know Your Drill Press ..... 17
3. Basic Drill Press Operation ..... 23
4. Adjustments ..... 25
5. Maintenance ..... 26
6. Stability of Drill Press

If there is any tendency of the drill press to tilt or move during any use, bolt it to the work bench. If the workpiece is too large to easily support with one hand, provide an auxiliary support.

### 7. Location

Use the drill press in a well lit area and on a level surface clean and smooth enough to reduce the risk of trips, slips, or falls. Use it where neither the operator nor a casual observer is forced to stand in line with a potential kickback.

### 8. Kickback

Kickback is the grabbing of the workpiece by the rotating tool. The workpiece can be thrown at very high speed in the direction of rotation. **THIS CAN CAUSE SERIOUS INJURY.** To reduce the possibility of injury from kickback :

Clamp the workpiece firmly to the table whenever possible.

Buffing or sanding wheels or drums should be contacted on the side moving away from you, not the side moving toward you.

Use only recommended accessories and follow the instructions supplied with the accessory.

### 9. Protection : Eyes, Hands, Face, Ears and Body



**WARNING : To avoid being pulled into the spinning tool--**

**1. Do Not wear :**

- gloves
- necktie
- loose clothing
- jewelry

**2. Do tie back long hair**

- a. If any part of your drill press is missing, malfunctioning, has been damaged or broken... such as the motor switch, or other operating control, a safety device or the power cord, turn the drill press off and unplug it until the particular part is properly repaired or replaced.
- b. Never place your fingers in a position where they could contact the drill or other cutting tool if the workpiece should unexpectedly shift or your hand should slip.
- c. To avoid injury from parts thrown by the spring, follow instructions exactly as given and shown in adjusting spring tension of quill.
- d. To prevent the workpiece from being torn from your hands, spinning of the tool, shattering the tool or being thrown, always properly support your work so it won't shift or bind on the tool:
  - Always position **BACKUP MATERIAL** (use beneath the workpiece) to contact the left side of the column.

- Whenever possible, position the **WORKPIECE** to contact the left side of the column- if it is too short or the table is tilted, clamp solidly to the table. Use table slots or clamping ledge around the outside edge of the table.
- When using a drill press **WISE**, always fasten it to a table.
- Never do any work "**FREE-HAND**" (handholding workpiece rather than supporting it on the table), except when polishing.
- Securely lock Head to Column, Table Support to Column, and Table to Table Support before operating drill press.
- Never move the Head or Table while the tool is running.
- Before starting the operation, jog the motor switch to make sure the drill or other cutting tool does not wobble or cause vibration.
- If a workpiece overhangs the table such that it will fall or tip if not held, clamp it to the table or provide auxiliary support.
- Use fixtures for unusual operations to adequately hold, guide and position workpiece.

- Use the **SPINDLE SPEED** recommended for the specific operation and workpiece material - check the inside of the Belt Guard for drilling information; for accessories, refer to the instructions provided with the accessories.

e. Never climb on the drill press Table, it could break or pull the entire drill press down on you.

f. Turn the motor Switch Off and put away the Switch Key when leaving the drill press.

g. To avoid injury from thrown work or tool contact, do NOT perform layout, assembly, or setup work on the table while the cutting tool is rotating.

**10. Use only accessories designed for this drill press to avoid serious injury from thrown broken parts or work pieces.**

- a. When cutting large diameter holes :  
Clamp the workpiece firmly to the table.  
Otherwise the cutter may grab and spin it at high speed.  
Use only one piece , cup-type, hole cutters.  
**DO NOT** use fly cutters or multi-part hole cutters as they can come apart or become unbalanced in use.  
Keep speed below 1,500RPM.

b. Drum sanders must **NEVER** be operated on this drill press at a speed greater than 1800 **RPM**.

c. Do not install or use any drill that exceeds 7" in length or extends 6" below the chuck jaws. They can suddenly bend outward or break.

d. Do not use wire wheels, router bits , shaper cutters, circle (fly) cutters or rotary planers on this drill press.

**11. Note and Follow the Safety Warnings and Instructions that Appear on the Panel on the Right Side or the Head.**

**12. This Drill Press has 12/16 speeds as listed below:  
See inside of belt guard for specific placement of belt on pulleys.**

**13. Think Safety.** Safety is a combination of operator common sense and alertness at all times when the drill press is being used.

**WARNING : Do not allow familiarity ( gained from frequent use of your drill press ) to become commonplace. Always remember that a careless fraction of a second is sufficient to inflict severe injury.**

The operations of any power tool can result in foreign objects being thrown into the eyes, which can result in severe eye damage. Always wear safety goggles before commencing power tool operation. Safety Goggles are available at retail stores.