

Procedure No.: SS-MHA- DRLPRS

Authorized/Approved By:

John M. Seaman, *EHS Industrial Safety Manager*

Title: Shop Equipment Hazard Analysis & Management Form

Issue Date:
05/07/2013

Review Date:
10/05/2021

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1. Hazard Management Details - General

Shop/Equipment Item: **DRILL PRESS**

Make/Model No.:

Serial No.:

Department:

Work Location:

Person(s) Conducting Hazard Analysis: **JOHN M. SEAMAN**
EHS, Industrial Safety Manager

Date Conducted: *May 2, 2013*

Equipment Photo:

Description of Use:

Summary of Key Risks: (refer to appropriate subsections)



A drill press is a specialized tool which uses a rotating drill bit to accurately drill holes via a levered action.

- **Entanglement**
- **Trauma (Impact and Cutting)**
- **Eye Injury**
- **Inhalation**
- **Hand and/or Foot Injuries**
- **Head Injury**
- **Fire**
- **Electrical Shock**

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2. Documentation:

Relevant Legislation/Standards	Y / N	Comments:
a. Is equipment required to be registered?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	
b. Is a user license/Certification required?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	
c. Key Reference Materials Required:	<i>AS 1473 Guarding and safe use of woodworking machinery</i> <i>AS4024 Safeguarding of machinery</i> <i>AS/NZS 3760 In service safety inspection and testing of electrical equipment</i>	
Equipment Documentation	Y / N	Comments:
a. Are operator's manuals accessible?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
b. Is this a restricted use item?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
c. Does this equipment require safe use document(s)/test?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

3. Personal Protective Equipment (PPE) Required (Check the box for required PPE)

 Gloves	 Face Masks	 Eye Protection	 Face Shield	 Hearing Protection	 Safety Footwear	 Protective Clothing	 Welding Mask
<input type="checkbox"/>	OPTIONAL	<input checked="" type="checkbox"/>	OPTIONAL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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4. Hazard Analysis

TASK	HAZARD	CAUSE	PREVENTIVE MEASURE
a. Routine Operation	Entanglement	Long hair, loose clothing, rags, cleaning brushes and jewelry could become entangled in the moving parts of the drill press.	Aprons can be used to restrict loose clothing. Hair ties/hair nets can be used to secure long hair. Jewelry and accessories should not be worn when operating equipment.
	Trauma (Impact/ Cutting)	Projectiles, rotating parts, point of operation, ingoing nip points, flying chips & sparks	Machine guards, situational awareness
	Eye Injury	Projectiles, flying chips/sparks	Safety glasses with side shield or appropriate safety goggles
	Inhalation	Filings/particles generated during machine operation	Appropriate natural ventilation, disposable respirators
	Hand Injury	Projectiles, rotating parts, point of operation, ingoing nip points, flying chips & sparks	Gloves (optional), machine guards, situational awareness
	Foot Injury	Drop object on foot	Wear safety shoes/boots
	Head Injury	Projectiles, flying sparks	Face shield (if necessary)
	Fire	Sparks and/or friction	Remove all combustibles and fire hazards from work area. Keep appropriate fire extinguisher nearby.
b. Routine Maintenance/Repair	Electrical Shock	Improper grounding, improper operations and maintenance	Proper grounding of frame, manufacturer's instructions strictly followed, machine inspected prior to use
c. Shutdown and Isolate Unit	Trauma	Uncontrolled/unexpected start-up of machine	Use appropriate energy isolation procedures prior to beginning maintenance work
	Electrical Shock	failure to follow energy isolation/Lockout – Tagout procedures	Strictly adhere to established Lockout/Tagout protocols

UC SANTA BARBARA Environmental Health & Safety Design, Facilities & Safety Services		Procedure No.: SS-MHA- DRLPRS
		Equipment/Machine: DRILL PRESS
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Equipment Procedures/ Requirements
<ol style="list-style-type: none"> 1. Operate equipment in strict accordance with Manufacturer's instructions and in accordance with OSHA 29 CFR 1910.212. 2. Only authorized users can operate equipment. 3. A mechanical or electrical power control shall be provided to make it possible for the operator to cut off power without leaving his position at the point of operation. 4. All operators must be trained and instructed in the safe method of work. The employer shall ensure by adequate supervision that the correct operating procedures are being followed. 5. Machines designed for a fixed location shall be securely anchored to prevent walking or moving. 6. Every point of operation guard shall prevent entry of hands or fingers into point of operation and shall conform to all requirements as outlined in 29 CFR 1910.217. 7. Report any observed defect or safety hazard to your supervisor immediately. 8. Where any object handled would possibly cause injury to feet if dropped, safety shoes will be worn. 9. Where any object handled could possibly cause cuts, punctures or abrasions to hands, appropriate gloves will be worn. (Exception: <i>where rotating machinery presents a greater hazard of entangling gloves, they are optional with written justification</i>). 10. Keep hands, hair and loose clothing clear of all moving parts.