**Do not use this machine unless an instructor or shop supervisor has instructed you in the safe use and operation and has authorized you to operate this equipment!**

**Equipment/Machine:** HORIZONTAL BORER  
**Description of Work:** Using a horizontal borer.  
**Make/Model Number:**  
**Potential Hazards:** Exposed moving parts and electrical hazard with the potential to cause harm through entanglement, exposure to heat, noise, dust, projectiles and sharp objects.

### Personal Protective Equipment (PPE) Required

- **Gloves**  
- **Face Masks**  
- **Eye Protection**  
- **Hearing Protection**  
- **Safety Footwear**  
- **Protective Clothing**  
- **Welding Mask**

### Safe Work Procedure Checklist:

1. **PRE-Operation:**
   - Task (e.g. Drawings, instructions, specifications etc) is clearly understood.  
   - Drill bit is tight in chuck and chuck key has been removed.  
   - Work piece is securely clamped.  
   - Correct drill speed has been set.  
   - Where necessary, depth stop for drill has been set or wood to be drilled is rested on scrap.  
   - Make sure guarding is in place.  
   - Identify ON/OFF switch and emergency stop button (if applicable).

2. **Operation:**
   - Check that drill runs ‘true’ and does not wobble.  
   - Keep hands clear of work piece and away from rotating tool.  
   - Back out frequently on deep cuts to clean and cool drill bit.  
   - Turn off machine before belt speeds are changed.  
   - Guarding in place before machine re-start.

### POST-Operation:
   - Switch off drill before removing chips and shavings from the drill table.  
   - Make sure good housekeeping practices are in place to minimize dust build-up.  
   - Return clean drill bit to drill rack and clamps to their storage area.