integrated safety Standard Operating Practices

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| General Information |
| SOP number | Written by: |
| Date effective: 04 03 14 | Last modified: |
| Job task: Operating Drill Press |
| Location: Main workshop | No of employees performing job: 1 |

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| Responsibilities(Who is responsible for each aspect of the job) |
| Position | Duties |
| All employees | Operate the drill press in a safe and efficient manner within the guidelines of this isSOP and previous training. |
| Employer | Provide safe equipment, facilities and train employees to safely operate the drill press and make sure employees fully understands safety guidelines that are to be followed. |

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| Job Task Assessment(List all the tasks & associated hazards for the job being evaluated) |
| Job Task | Hazards |
| Ensure the work area is free of obstructions and slip/ trip hazards. Put on safety glasses. | Slip/Trip/Fall |
| Ensure the drill chuck guard is in position. | Pinch point |
| Ensure the chuck key has been removed from the chuck if it has been used. The drill bit should be mounted the full depth and in the middle of the chuck. | Projectile/rotating parts |
| Locate the positions and check the operation of the on/off switch and the emergency shut off switch. | Rotating parts |
| Place the work piece in the vise and hand tighten. | Rotating parts, possible projectiles |
| Position the vise and spindle in a manner that allows the drill bit to penetrate the desired point on the work piece. |  |
| Ensure all safety guards are in place. | Pinch points, projectiles, rotating parts,  |

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| Feed the bit smoothly into the work piece. If the hole being drilled is deep, withdraw the bit frequently to remove shavings from the bit. | Projectiles, rotating parts |
| Before leaving the drill press, ensure the power is off and the drill has come to a complete stop. Clean up shavings. | Rotating parts, cuts from shavings |

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| Hazard Controls(Describe the controls that will be implemented to remove hazards – elimination, substitution, engineered, administrative, PPE) |
| Required PPE: Safety glasses, CSA approved steel or composite toe boots, and hearing protection. |
| Long or loose hair must be contained or constrained, No loose fitting clothing, rings or jeweler to be worn during operation |

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| Skill Level / Training Required to Perform the Job(List training requirements) |
| On the job training from employer. |

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| Communications Processes(Consider working alone, further instructions, concerns, how will assistance be delivered) |
| List of phone numbers including the employer and Police/fire/ambulance is posted directly above the phone in the shop. |
| Employee and employer each have cell phones to maintain contact as much as possible. |

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| Emergency Procedures(Consider how the worker will initiate an emergency response) |
| In the event of an emergency, call 911 and give detailed instructions on how to get to the farm which are posted above the phone in the shop. |

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| Expected Result(Consider the benefits of the Standard Operating Practice for farm operations) |
| Drill press will be operated in a safe and efficient manner by everyone. |