# ⚠ WARNING

# General Machinery Safety Instructions

Machinery House
requires you to read this entire Manual before using this machine.

1. **Read the entire Manual before starting machinery.** Machinery may cause serious injury if not correctly used.
2. **Always use correct hearing protection when operating machinery.** Machinery noise may cause permanent hearing damage.
3. **Machinery must never be used when tired, or under the influence of drugs or alcohol.** When running machinery you must be alert at all times.
4. **Wear correct Clothing.** At all times remove all loose clothing, necklaces, rings, jewelry, etc. Long hair must be contained in a hair net. Non-slip protective footwear must be worn.
5. **Always wear correct respirators around fumes or dust when operating machinery.** Machinery fumes & dust can cause serious respiratory illness. Dust extractors must be used where applicable.
6. **Always wear correct safety glasses.** When machining you must use the correct eye protection to prevent injuring your eyes.
7. **Keep work clean and make sure you have good lighting.** Cluttered and dark shadows may cause accidents.
8. **Personnel must be properly trained or well supervised when operating machinery.** Make sure you have clear and safe understanding of the machine you are operating.
9. **Keep children and visitors away.** Make sure children and visitors are at a safe distance for you work area.
10. **Keep your workshop childproof.** Use padlocks, Turn off master power switches and remove start switch keys.
11. **Never leave machine unattended.** Turn power off and wait till machine has come to a complete stop before leaving the machine unattended.
12. **Make a safe working environment.** Do not use machine in a damp, wet area, or where flammable or noxious fumes may exist.
13. **Disconnect main power before service machine.** Make sure power switch is in the off position before re-connecting.
14. **Use the Correct Extension Lead.** Extension leads should be avoided where possible but If required, always use an extension lead that is rated for the power requirements of your machinery. Using an incorrectly rated extension lead can lead to overheating, damage to machinery, or potential fire hazards. Ensure leads are in good condition and free of damage. Replace if faulty.
15. **Keep machine well maintained.** Keep blades sharp and clean for best and safest performance. Follow instructions when lubricating and changing accessories.
16. **Keep machine well guarded.** Make sure guards on machine are in place and are all working correctly.
17. **Do not overreach.** Keep proper footing and balance at all times.
18. **Secure workpiece.** Use clamps or a vice to hold the workpiece where practical. Keeping the workpiece secure will free up your hand to operate the machine and will protect hand from injury.
19. **Check machine over before operating.** Check machine for damaged parts, loose bolts, Keys and wrenches left on machine and any other conditions that may effect the machines operation. Repair and replace damaged parts.
20. **Use recommended accessories.** Refer to instruction manual or ask correct service officer when using accessories. The use of improper accessories may cause the risk of injury.
21. **Do not force machinery.** Work at the speed and capacity at which the machine or accessory was designed.
22. **Use correct lifting practice.** Always use the correct lifting methods when using machinery. Incorrect lifting methods can cause serious injury.
23. **Lock mobile bases.** Make sure any mobile bases are locked before using machine.
24. **Allergic reactions.** Certain metal shavings and cutting fluids may cause an ellergic reaction in people and animals, especially when cutting as the fumes can be inhaled. Make sure you know what type of metal and cutting fluid you will be exposed to and how to avoid contamination.
25. **Call for help.** If at any time you experience difficulties, stop the machine and call you nearest branch service department for help.

# ⚠ WARNING

# Drilling Machine Safety Instructions

Machinery House
requires you to read this entire Manual before using this machine.

1. **Maintenance.** Make sure the Drill is turned off and disconnect from the main power supply and make sure all moving parts have come to a complete stop before any inspection, adjustment or maintenance is carried out.

2. **Drill Condition.** Drill must be maintained for a proper working condition. Never operate a Drill that has damaged or worn parts. Scheduled routine maintenance should performed on a scheduled basis.

3. **Leaving a Drill Unattended.** Always turn the Drill off and make sure all moving parts have come to a complete stop before leaving the Drill. Do not leave Drill running unattended for any reason.

4. **Avoiding Entanglement.** Remove loose clothing, belts, or jewelry items. Never wear gloves while machine is in operation. Tie up long hair and use the correct hair nets to avoid any entanglement with the Drill spindle or moving parts.

5. **Chuck key & wrench safety.** Always remove chuck keys, wrenches and any service tools immediately after use. Chuck keys left in the chuck can cause serious injury.

6. **Understand the machines controls.** Make sure you understand the use and operation of all controls.

7. **Drill bit selection.** Always use the correct Drill bit for the job you are Drilling. Make sure you use the correct shank drill bit for you drilling machine.

8. **Secure the Drill Bit.** Properly tighten and securely lock the drill bit in the chuck.

9. **Cutting Tool inspection.** Inspect Drill for sharpness, chips, or cracks before use. Replace any cutting tools immediately if dull, chipped or cracked. Handle new cutting tools with care. Cutting edges are very sharp and can cause lacerations.

10. **Reversing the spindle.** Make sure the spindle has come to a complete stop before changing the direction of the spindle.

11. **Stopping the spindle.** Do not slow or stop the spindle by using you hand.

12. **Speed selection.** Select the appropriate speed for the type of work, material, and tool bit. Allow the Drill to reach full speed before beginning a cut.

13. **Changing Belts for speed selection.** Always allow the machine to come to a complete stop and turn power off before changing belts. Not turning power off when changing belts can cause serious injury.

14. **Clearing chips.** Always use a brush to clear chips. Never clear chips when the drill is running.

15. **Power outage.** In the event of a power failure during use of the drill, turn off all switches to avoid possible sudden start up once power is restored.

16. **Clean work area.** Keep the area around the drill clean from oil, tools, chips.

17. **Surface/workpiece area.** Before turning the drill on, make sure the table is clear of any objects (tools, scraps, off-cuts etc.) Do not drill material that does not have a flat surface. unless a suitable support is used.

18. **Table Lock.** Make sure the table is tightened before starting the drill.

19. **For - Radial Drill Arm Lock.** Make sure the arm is locked before leaving or starting a radial arm drill. An unlocked radial drill arm can swing and cause serious injury.

20. **Drilling Sheet metal.** All sheet metal should be clamped to the table before drilling.

21. **Mounting workpieces.** Use clamps or vices to secure workpiece before drilling. Position work so you avoid drilling into table.

22. **Guarding.** Do not operate the drill when chuck guard is removed.

23. **Eye and hand protection.** A face shield with safety glasses is recommended. Always keep hands and fingers away from the drill bit. Never hold a work[piece in your hand while drilling. Do not wear gloves while operating the drill.

24. **Drill operation.** Never start the drill with the drill bit pressed against the workpiece. Feed the drill evenly into the workpiece. Back the drill out of deep holes. Turn the machine off and clear chips and scrap pieces with a brush. Turn power off, remove drill bit, and clean the table before leaving the machine.

25. **Call for help.** If at any time you experience difficulties, stop the machine and call you nearest branch service department for help.

# PLANT SAFETY PROGRAM

## NEW MACHINERY HAZARD IDENTIFICATION, ASSESSMENT & CONTROL

## Drilling Machine

Developed in Co-operation Between A.W.I.S.A and Australia Chamber of Manufactures
This program is based upon the Safe Work Australia, Code of Practice - Managing Risks of Plant in the Workplace ( WHSA 2011 No10 )

| 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.<br>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.<br>Make sure all guards are secured shut when machine is on. |
| F | STRIKING | MEDIUM | Ensure workpieces are tightly secured on machine.<br>Wear safety glasses.<br>For Radial Arm Drills ensure that arm is locked before drilling.<br>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<br>Never clean or dust machine when power is on.<br>Machine should be installed & checked by a Licensed Electrician. |
| 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 | | | |

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Authorised and signed by:
Safety officer:.....
Manager:.....

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