

**STUDY GUIDE  
DRILL PRESS SAFETY**

NAME: \_\_\_\_\_

CLASS OR PERIOD: \_\_\_\_\_

DATE OF INSTRUCTION: \_\_\_\_\_

1. If you have long hair, it *must* be tied back or worn under a cap while you operate the drill press. Long hair can be caught in the moving drill and cause very serious injuries.
2. Use *only* bits that are designed and manufactured for machine operation.
3. Be sure the cutting tool is sharp, straight and in good condition.
4. Check the drill speed before you operate the drill. Use the right speed for the work. For example: large holes should be cut at a low speed.
5. Adjust the table so the clearance hole in the center of the table is lined up under the cutting tool.
6. Use clamps to hold the work firmly on the table.
7. Don't try to tighten the chuck by hand. Use the chuck key to fasten the cutting tool in the chuck.
8. *Always* check twice to be sure you have removed the chuck key before turning on the drill press.
9. Keep your hands out of the area directly under the drill bit.
10. When making a deep cut, back out of the cut several times. This helps prevent overheating and keeps the waste from clogging the bit.
11. If the hole is going to be drilled all the way through the material, fasten a piece of scrap under the material. This makes a neater cut *and* it's safer.
12. Turn the drill press off before you make any changes or adjustments. Turn it off and wait for it to come to a complete stop, then make the changes.
13. Never try to stop the drill by hand. Always let it coast to a stop.
14. Don't use your hand to clear away wood chips or waste material. Always use a brush.
15. Don't leave a drill while it's still running. Turn it off and stay with it until it has come to a complete stop.
16. Check with the instructor before you use any special set-ups or attachments. Get permission.

NAME: \_\_\_\_\_

CLASS OR PERIOD: \_\_\_\_\_

DATE: \_\_\_\_\_ SCORE: \_\_\_\_\_

### ALWAYS WEAR EYE PROTECTION

1. Long hair must be \_\_\_\_\_ or worn under a cap when you operate the drill press.
2. Use only bits that are designed and manufactured for \_\_\_\_\_ operation.
3. Be sure the bit is \_\_\_\_\_, straight and in good condition.
4. Set the drill \_\_\_\_\_ for the type of cut that is going to be made.
5. The \_\_\_\_\_ in the center of the table must be lined up directly under the cutting tool.
6. Use \_\_\_\_\_ to hold the material firmly on the table.
7. Use the \_\_\_\_\_ to tighten the chuck.
8. Check \_\_\_\_\_ to be sure the chuck key has been removed from the chuck before you turn on the drill press.
9. Keep your hands and fingers away from the area directly \_\_\_\_\_ the drill bit.
10. Back out of a deep cut from time to time to prevent the bit from clogging and \_\_\_\_\_.
11. A piece of \_\_\_\_\_ should be used under the material when a hole is to be drilled all the way through the stock.
12. The drill press must be \_\_\_\_\_ stopped before changes or adjustments are made.
13. Let the drill press coast to a stop. \_\_\_\_\_ try to stop it by hand.

### COMPLETE EACH STATEMENT WITH THE CORRECT LETTER OR WORDS IN THIS COLUMN

- A. UNDER
- B. SCRAP
- C. NEVER
- D. RUNNING
- E. TIED BACK
- F. SHARP
- G. CLEARANCE HOLE
- H. CHUCK KEY
- I. PERMISSION
- J. MACHINE
- K. BRUSH
- L. SPEED
- M. TWICE
- N. OVER-HEATING
- O. COMPLETELY
- P. CLAMPS



**TEST**  
**DRILL PRESS SAFETY**  
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NAME: \_\_\_\_\_

CLASS OR PERIOD: \_\_\_\_\_

14. Use a \_\_\_\_\_ to clear waste material from the drill press table.
15. Never leave the drill press while it is still \_\_\_\_\_ . Wait for it to come to a complete stop before you leave it.
16. Get the instructor's \_\_\_\_\_ before you use any special set-ups or attachments.

**GET PERMISSION**

- A. UNDER
- B. SCRAP
- C. NEVER
- D. RUNNING
- E. TIED BACK
- F. SHARP
- G. CLEARANCE HOLE
- H. CHUCK KEY
- I. PERMISSION
- J. MACHINE
- K. BRUSH
- L. SPEED
- M. TWICE
- N. OVER-HEATING
- O. COMPLETELY
- P. CLAMPS

**16****ANSWER KEY**  
DRILL PRESS SAFETY**16****ANSWER KEY**  
DRILL PRESS SAFETY  
second pageSTATEMENT  
NUMBERCORRECT LETTER  
AND WORDS

1

E. TIED BACK

2

J. MACHINE

3

F. SHARP

4

L. SPEED

5

G. CLEARANCE HOLE

6

P. CLAMPS

7

H. CHUCK KEY

8

M. TWICE

9

A. UNDER

10

N. OVER-HEATING

11

B. SCRAP

12

O. COMPLETELY

13

C. NEVER

STATEMENT  
NUMBERCORRECT LETTER  
AND WORDS

14

K. BRUSH

15

D. RUNNING

16

I. PERMISSION