



## PALM BEACH STATE COLLEGE PERSONAL PROTECTIVE EQUIPMENT (PPE) JOB HAZARD ASSESSMENT

<b>Department:</b> Facilities	<b>Campus:</b> All
<b>Task:</b> Operate a Drill Press	
<b>Job Title(s) Performing Task:</b> Carpenter, Maintenance Mechanic	

*Reviewed by Rick Mincey, Carpenter II, and David Suarez, Carpenter I, July 29, 2015*

Task Step/Sub-Tasks	Hazard(s)	Recommended PPE/Controls
1. Keep hair and loose clothing away from equipment. Clean the drill press table.	Impact (from flying metal or other debris)	Use rags to clean up debris. Do not use compressed air. Wear <b>safety glasses</b> .
2. Load the vise.	Impact (from vise falling onto foot)	Wear <b>work shoes with a safety toe</b> . Secure the vise on the table with T-pins.
	Compression (from pinching of fingers while moving the vise)	Keep eyes on task. Do not let fingers get under the vise unless it is being lifted from the table.
3. Lock the table in place.	Ergonomics (back strain)	Do stretching and warm-up exercises before starting work. Do not lean over the table to twist the lock handle.
4. Install drill bit in chuck.	None foreseen	N/A
5. Tighten chuck and remove chuck key.	Impact (from chuck key becoming a projectile)	Wear <b>safety glasses</b> . Remove chuck key.
6. Start the drill.	Cuts (from rotating drill bit)	Keep hands away from drill bit. Wear <b>safety glasses</b> .
7. Feed the drill.	Impact (from projectiles caused by breaking of the bit)	Use the appropriate bit for the type of metal/stock.
		Adjust speed of the bit.
		Feed with the appropriate pressure.

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8. Stop drill and clean the drill press table and surrounding area.	Impact (from flying metal or other debris)	Use rags to clean up debris. Do not use compressed air. Wear <b>safety glasses</b> .

**NOTE:** Basic hazard categories include – **impact** (falling/flying objects, struck by), **falls from height**, **penetration** (sharp objects piercing foot/hand, other body parts), **compression** (roll-over or pinching), **cuts**, **burns**, **chemical exposure** (inhalation, ingestion, skin contact, eye contact or injection), **heat**, **extreme cold**, **harmful dust**, **noise**, **light (optical) radiation** (welding, brazing, cutting, furnaces, etc.), **ionizing radiation**, **non-ionizing (RF energy) radiation**, **electrical shock**, **ergonomics** (includes back strain or other strain due to lifting/stretching) and **biologic**.

**CERTIFICATION:** I certify that I have personally performed the above Job Hazard Assessment on the date indicated below. *This document is a Certification of the Hazard Assessment required by 29 CFR 1910.132(d)(2).*

Larry L. Leskovjan	<i>Larry L. Leskovjan</i>	July 29, 2015
<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>