

Job Hazard Analysis Form



Task Drilling/Tapping Machine – DELTA Model 15	
Completed by Sherry Liu	
Required PPE Safety glasses, steel-toed boots, hearing protection(optional), respirator(optional), gloves(optional)	
Date	Notes

Step	Picture	Step Description	Hazards	Controls
1		Perform pre-use inspection and check work area	<ul style="list-style-type: none"> • Bodily Injury • Lacerations 	<ul style="list-style-type: none"> • Complete hands-on drilling machine training prior to use • Make sure work area is clean and well lit • Red tag any equipment which does not pass inspection • Check the condition of drill bit, and replace those obstructed or dull • Check the belt, replace it if it is worn • Check the drill bit type, replace it if it is not for the material or size • Adjust the table height for drilling • Use vice to secure material • Use the tool to input the drill bit, don't leave it in the machine when operating • Adjust the speed by manually adjusting the belt • Always Lockout/Tagout machine when changing drill bits or replacing the belt
2		Turning on the machine	<ul style="list-style-type: none"> • Hands or clothing getting caught in 	<ul style="list-style-type: none"> • Wear eye protection • Keep hands away from bit/chuck • Tie back hair and loose clothing

Step	Picture	Step Description	Hazards	Controls
			spinning chuck or drill bit <ul style="list-style-type: none"> • Saw dust and particles • Noise 	<ul style="list-style-type: none"> • Wear Dust mask • Wear hearing protection • If the material is >50 lbs, wear optional PPE
3		Drilling through material	<ul style="list-style-type: none"> • Object to be drilled coming loose • Wood chips • Saw Dust • Feet slipping on floor 	<ul style="list-style-type: none"> • Clamp material to table or vice • Use eye protection • Wear Dust Mask • Sweep dust from floor before drilling • Use safety mat
4		After Use	<ul style="list-style-type: none"> • Burns 	<ul style="list-style-type: none"> • Do not touch the bit or the work piece immediately after operation; they may be extremely hot.