# Information Sheet 1

**SAFETY RULES FOR POWER DRILLS**

1. Follow all General Shop Safety Rules.
2. Keep power cord away from chuck and drill bit.
3. Be sure the chuck is tightened with the correct chuck key. Do not use a drill if the chuck is tightened only by hand pressure unless it is designed to do so.
4. Be sure you have proper footing, and full control of the drill at all times.
5. Do not use circle cutters (fly cutters) with power hand-drills.

**Additional rules for Drill Presses:**

1. Make sure spindle speed is appropriate for the tooling and material you are cutting.
2. REMOVE THE KEY FROM CHUCK IMMEDIATELY AFTER TIGHTENING.
3. Keep fingers 3” away from cutting tools at all times. Hold small stock in a vise or clamp to table whenever possible.
4. Always use the proper boring tool for the job. If you are not sure, ask your instructor.
5. Use a guard as a safety barrier between the operator and the cutting tool.