Neatly PRINT the missing words and answer question 15:

1. Always use a machine vice or cramp to ________________ the work.
2. If the Drilling machine is fitted with a Jacobs Chuck, remove the chuck ___________ after fitting or removing a drill.
3. If the drill jams, immediately ________________ off the drilling machine and allow it to fully ___________ before easing off the pressure.
4. Do not reach around or behind a ________________ drill piece.
5. Do not stop the chuck with your ________________.
6. Check that the machine is operating at the correct ________________.
7. Make sure the drill piece is centred and tightly held in the ________________.
8. Do not remove shavings when the drill piece is still ________________.
9. To protect your eyes and hair, wear ___________ ________________ and a ______.
10. Only _______ person should use the bench drill at any time.
11. Do not distract or crowd an ________________ at work on the drilling machine.
12. The ________________ is responsible for starting and stopping the drilling machine.
13. The next person to use the bench drill should stand behind the yellow safety ________________.
14. If the drill is not cutting easily, it should be reported to the ________________ and not be forced.
15. Discuss some of the risks involved when using this machine.

_______________________________________________________________
_______________________________________________________________
_______________________________________________________________
_______________________________________________________________

**Word List**

<table>
<thead>
<tr>
<th>Speed</th>
<th>Spinning</th>
<th>Hold</th>
<th>Revolving</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spectacles</td>
<td>Machine</td>
<td>Key</td>
<td>Hands</td>
</tr>
<tr>
<td>Cap</td>
<td>Safety</td>
<td>Switch</td>
<td>Chuck</td>
</tr>
<tr>
<td>One</td>
<td>Zone</td>
<td>Stop</td>
<td>Operator</td>
</tr>
</tbody>
</table>

**Copyright:** Information Technology Education Services – A Division of Deborah Jones & Associates Pty Ltd