

SAFE OPERATING PROCEDURE

Do not use this equipment unless you have been properly trained and instructed in its safe use and have been given prior permission.



A MASK MUST BE WORN WHEN EXCESSIVE AIRBORNE DUST IS CREATED



HEARING PROTECTION MUST BE WORN WHEN NOISE LEVELS REACH AN EXCESSIVE LEVEL



APPROVED EYE PROTECTION MUST BE WORN AT ALL TIMES



LOOSE OR LONG HAIR MUST BE CONTAINED. REMOVE EXPOSED RINGS OR JEWELLERY



CLOSED IN PROTECTIVE FOOTWEAR MUST BE WORN



PROTECTIVE CLOTHING MUST BE WORN

PRE-OPERATIONAL SAFETY CHECKS:

1. Read through the Operations Manual & Risk Assessment
2. The task (e.g. Drawings, Instructions, Specifications etc.) is clearly understood.
3. Ensure all corded electrical equipment is operated on a RCD provided circuit.
4. Ensure that the power tool/s being used have a safe work area.
5. Examine power lead and plug for any visible damage.
6. Do not use dull or damaged drill bits.
7. Ensure the selected drill is correctly fitted.
8. Ensure you are familiar with how to turn the drill on/ off.

OPERATIONAL SAFETY CHECKS:

1. Do not connect the power source. (or turn the drill on) until all adjustments and checks have been made.
2. Ensure that any power leads do not create a trip hazard and are clear of the workpiece.
3. Examine the object or material to be drilled for any splits, loose nuts, nails etc.
4. Select the correct drill bit and tighten securely in the chuck.
5. Ensure that the workpiece is in a secure and stable position that is convenient for drilling. Use a vice or clamp to secure the position of the workpiece; freeing both hands to operate the drill.
6. The power drill must be held firmly with both hands to control accuracy and rotational torque.
7. Ensure hands and fingers remain well clear of moving parts at all times, avoid covering the drills motor ventilation slots with your hands.
8. Never use your hands to stop the rotation of the drill bit or chuck.
9. Feed the bit smoothly into the workpiece. If the hole being drilled is deep, withdraw the drill bit frequently to remove shaving from the bit.
10. Keep your balance and proper footing while working.
11. Do not use a power drill in damp or wet locations.
12. Always store drills on a table, bench or tool case when not in use.

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HOUSE KEEPING:

1. Switch off the drill once work is completed and before clearing the work site from any waste material. Always turn off and disconnect power drills when not in use.
2. Disconnect bit and return all equipment and fixtures to the current storage location.
3. Ensure all equipment is stored appropriately and the work space is left in a safe and clean state.

POTENTIAL HAZARDS:

- Dust.
- Electrical shots.
- Burns and sharp edges.
- Hair or clothing getting caught in rotating machine parts - entanglement.
- Hand injuries.
- Eye injuries.
- Contact with rotating drill.