






WOODCRAFT MANNINGHAM – Safe Work Procedure

21 DRILL HAND HELD

DO NOT use this equipment unless you have been instructed in its safe use and operation and have been given permission

PERSONAL PROTECTIVE EQUIPMENT

-  Safety glasses must be worn.
-  Long and loose hair must be contained.
-  Gloves must not be worn
-  Sturdy footwear must be worn at all times in work areas.
-  Close fitting/protective clothing must be worn.

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Locate and ensure you are familiar with all drill operations and controls.
- ✓ Check workspace to ensure no slip/trip hazards are present, especially the extension lead.
- ✓ Ensure the chuck key has been removed from the drill chuck.
- ✓ Follow correct clamping procedures to ensure work is secure.
- ✓ Adjust the speed to suit drill or cutter diameter.


OPERATIONAL SAFETY CHECKS






- ✓ Examine the material to be drilled for splits, loose knots & nails, etc.
- ✓ Select the correct sized drill bit. Tighten securely in the chuck.
- ✓ Ensure the workpiece is secure & well supported in a convenient position for drilling.
- ✓ The power drill must be held firmly with both hands to control operational accuracy and the rotational torque.
- ✓ Keep hands and fingers well clear of moving parts. Avoid blocking & covering the motor ventilation slots with your hands.
- ✓ Allow the drill to reach operating speed, then apply load gradually. Do not apply excessive force.
- ✓ Back the drill bit out regularly to clear away swarf.
- ✓ Avoid prolonged drill as this could overheat the drill bit
- ✓ Feed downwards at a sufficient rate to keep the drill cutting.
- ✓ Feed with care as the drill breaks through the underside of the work.
- ✓ Turn off after backing out the drill bit. Don't place the drill down until the bit has stopped rotation.

ENDING OPERATIONS AND CLEANING UP


- ✓ Switch off the drill when work completed.
- ✓ Leave the drill in a safe, clean and tidy state

POTENTIAL HAZARDS AND INJURIES

-  Hair/clothing getting caught in moving machine parts.

-  Eye injuries.
-  Flying swarf and chips.
-  Sharp edges and burrs.
-  Hot drill bits
-  Extension lead trip hazard

DON'T

-  Do not use faulty equipment. Immediately report suspect equipment.

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2/10/2019