SAFE OPERATING PROCEDURES

Power Hand Drill

Students must read this important information before using the equipment

Has the technician given you instruction on the safe use & operation of this equipment?

Has the technician given permission for you to use this equipment?



Approved safety glasses *must* be worn at all times in all workshop areas.



Appropriate footwear with substantial uppers *must* be worn in all workshops.



A mask *must* be worn when excessive airborne dust is created.



Hearing protection *must* be worn when noise levels are identified as excessive.



Wear close fitting protective clothing or a suitable workshop apron.



Contain or restrain long & loose hair AND remove exposed rings or jewellery.

PRE-OPERATIONAL SAFETY CHECKS

- 1. Ensure this power tool has a suitable safe work area.
- 2. Examine the power lead and plug for obvious damage.
- 3. Do not use dull or damaged drill bits.
- 4. Check the selected drill bit is correctly fitted.

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OPERATIONAL SAFETY CHECK

Never operate a faulty Power Tool Report it to your teacher -

- Do not connect to power source until all adjustments have been made.
- 2. Check that the power lead does not create a trip hazard and that it is well clear of the workpiece.
- 3. Examine the material to be drilled for splits, loose knots & nails, etc.
- 4. 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.
- 9. Back the drill bit out to clear away all waste.
- Avoid prolonged use as this could overheat the motor.
 Turn off after backing out the drill bit. Do not place the drill down until the bit has stopped rotating.

Look before you drill - inspect for live wires

HOUSEKEEPING

- 1. Remove the drill bit & return tool to the storage cupboard.
- 2. Leave the work area in a safe, clean, & tidy condition.

POTENTIAL HAZARDS AND RISKS

- Moving & rotating parts
 Electricity
 Dust
- Noise Eye injuries Burns (friction)