









## Safe Work Practice / Job Procedure

### Power Drill Usage

#### Potential Hazards

- Eye Injuries
- Flying Metal and Debris
- Hot Metal Burns
- Breakage of drill bit could cause drill to jump out of control
- Strains from drill torque
- Cuts and Lacerations from drill and sharp edges
- Slips Trips and Falls from outlying debris
- Electric shocks
- All personnel must ensure they have been appropriately trained by their supervisor.

#### Required Personal Protective Equipment and Devices

Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing
							

#### Safe Work Practice

- Do Not Operate drill with out proper PPE
- Always ensure that drill has been turned off completely after use
- Always Check the inspection logs for most recent inspection
- Do Not change drill bits unless drill has been shut off
- Always keep the drill clean – recommended to be cleaned after each use

#### PPE Required

- Foot Protection
- Hearing Protection
- Head Protection
- Eye Protection
- Hand Protection

#### Safe Job Procedures

1. Remove drill from storage case and perform visual inspection
2. Put on personal protective equipment
3. Punch guide hole in material
4. Ensure drill is unplugged prior to changing bits, performing maintenance on drill
5. Select correct drill bit for hole
6. Use drill according to manufacturers specifications
7. Plug drill into circuit interrupter and then interrupter into wall
8. Maintain a firm grip on drill bend arms slightly to absorb shock if bit grabs
9. Drill holes
10. Clean drill and store in case

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***If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.***

**REPORT ANY HAZARDOUS SITUATION TO YOUR SUPERVISOR IMMEDIATELY**

This SWP must be reviewed any time the task, equipment, or materials change and at minimum, every three years.