









Safe Work Practice DRILLS – POWER OR MANUAL

Potential Hazards (Risk Priority LOW)

- Falling, Flying, abrasive and splashing objects
- Dusts, fumes, mists, vapors or gases
- 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

- Read the manufacturer's manual or operators manual very carefully
- Make sure you understand the instructions before attempting to use the machine
- Learn the applications and limitations before use
- Wear all the P.P.E as noted above (if dusts are present check respirators and or dust mask)
- Select the bit or attachment suitable for the size of the drill and the work being done
- Ensure that the bit or attachments are properly seated and tightened in the chuck
- Use only bits and attachments that turn true
- Use the auxiliary handle for large work or continuous operation
- Keep drill air vents clear to maintain adequate ventilation
- Keep drill bits sharp always
- Keep all cords clear of the cutting area during use. Inspect for frays or damage before each use
- Disconnect power supply before changing or adjusting the bit or attachments
- Tighten the chuck securely. Remove chuck key before starting it
- Secure work piece being drilled to prevent movement
- Slow the rate of feed just before breaking through the surface
- Drill a small pilot hole before drilling a larger hole. Clamp stock so work will not twist or spin

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