
 Operational Safety Guideline Electric Drill	No. 15
	Authorised By: Ass. Dir Infrastructure Planning & Compliance
Issue Date: September 2013 Last Reviewed: September 2013 Next Review Date: September 2014	Page Number: 1 of 2

DO NOT use this machine unless you have been trained in its safe use and operation.

Description of Work:	Using a electric drill.
	Potential Hazards: Exposed moving parts and electrical hazard with the potential to cause harm through entanglement, impact and cutting, exposure to heat, dust, projectiles and sharp objects.

Personal Protective Equipment (PPE) Required *(Check the box for required PPE):*

						
Gloves	Face Masks	Eye Protection	Welding Mask	Appropriate Footwear	Hearing Protection	Protective Clothing
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Safe Work Checklist:

1. PRE-Operation:


- Task (e.g. Drawings, instructions, specifications etc) is clearly understood.
- Ensure drill bit is installed tightly into chuck and chuck key has been removed (if applicable).
- Work piece is secured.
- Correct drill speed has been set.
- Where necessary, depth stop for drill has been set or wood to be drilled is rested on scrap.
- Correct drill bit has been selected for material being drilled.
- Identify ON/OFF switch and emergency stop button (if applicable).

2. Operation:

- Only use as per directions in User Manual.
- Check that drill bit runs 'true' and does not wobble.
- Keep hands clear of work piece and away from rotating tool.
- Back out frequently on deep cuts to clean and cool drill bit.
- Turn off drill before speed settings or bit is changed.
- Exercise caution when removing hot drill bit.

3. POST-Operation:

- Switch off drill before removing waste material from the drill table.
- Ensure good housekeeping practices are in place to minimise dust build-up.
- Return clean drill bit to drill rack and clamps to their storage area.

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Competent Persons (The following persons are authorised to operate the equipment).		
Name:	Title:	Contact Details: