

STANDARD OPERATING PROCEDURE

DRILL DRIVER - BATTERY

**ONLY TRAINED PERSONNEL
AUTHORISED TO OPERATE THIS MACHINE**



Identified Hazards

- Ejected Waste (swarf)
- Eye Injuries
- Noise
- Moving, Rotating Parts
- Dust
- Burns (friction)

Personal Protective Equipment Requirements to Operate



Other | Additional PPE Requirements: Restrain long and loose hair, remove / contain loose jewellery

Operating Instructions

Pre-Operational Safety Checks

- Inspect the power tool and battery for any obvious damage.
- Check the electrical cable on the battery charger prior to charging the battery, ensure it is in good working condition including lead, plug end and guarding and that the machine has a current electrical safety tag.
- Ensure suitable & safe work area provided with adequate lighting, free from congestion & tripping hazards.
- Material should be well supported & at a good working height.
- Do not use dull or damaged drill or driver bits.
- Check the correct drill or driver bit is correctly fitted.

Operational Safety Checks

- **NEVER** operate a faulty piece of equipment. Report any faults, problems or hazards **IMMEDIATELY**.
- Ensure required PPE available and worn.
- Examine the material to be drilled for splits, loose knots & nails, etc.
- Select and securely tighten the correct drill or driver bit.
- Ensure the work piece is secure & well supported in a convenient position for drilling. to avoid having hands and fingers close to the hot drill bit.
- Keep fingers, hands, clothing and hair, etc., well clear of the rotating drill chuck, drill bit or driver bit.
- Allow the drill to reach operating speed, then apply load gradually. Do not apply excessive force.
- Cordless hand drills or screwdrivers normally will not operate when the battery charge level is too low
- Beware of hot drill bits caused by friction or abrasion
- Avoid blocking & covering the motor ventilation slots with your hands.
- Be cautious of drilling too close to edges and corners.
- Back the drill bit out to clear away all waste.
- **Look before you drill – inspect for live wires and other concealed services**
- Avoid prolonged use as this could overheat the motor. Turn off after backing the drill bit out. Do not place the drill down until the bit has stopped rotating.
- Clean up and dispose of debris from the work area both during and upon completion of the task.
- After use, return the battery for re-charging.

REFER TO THE MANUFACTURER’S OPERATIONAL MANUAL FOR FULL SAFETY REQUIREMENTS