

# STANDARD OPERATING PROCEDURE

## ELECTRIC DRILL

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



### Identified Hazards

- |   |                |                    |
|---|----------------|--------------------|
| • Ejected Waste (swarf)                 | • Eye Injuries | • Noise            |
| • Moving, Rotating Parts - Entanglement | • 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 appliance for obvious damage, including lead and plug end and that it has a current electrical safety tag.
- Ensure suitable & safe work area provided with adequate lighting, free from congestion & tripping hazards.
- Ensure the power supply for the appliance is RCD protected.
- Material should be well supported & at a good working height.
- Do not use dull or damaged drill or driver bits.
- Check the drill bit is correct for the task and is correctly fitted.
- Ensure you are familiar with the location and operation of the ON/OFF switch.
- Electrically isolate from the power supply if unsafe, making repairs or adjustments, or servicing.

#### 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 bit. Remove chuck key where applicable.
- 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 or drill bit.
- Allow the drill to reach operating speed, then apply load gradually. Do not apply excessive force.
- 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.

**REFER TO THE MANUFACTURER'S OPERATIONAL MANUAL FOR FULL SAFETY REQUIREMENTS**