Safe Work Procedure

**NOTE: DO NOT use this machine unless you have been trained in its safe use and operation**

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| Description of Work: | | | Using a Power Drill | | | | | | | | |
| **Power 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*): | | | | | | | | | | | |
| hand protection Gloves | | dust mask Face Masks | | safety gogglesEyeProtection | face shield Welding Mask | | foot protection Appropriate  Footwear | | hearing prot Hearing Protection | safety apron Protective Clothing | |
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| **Safe Work Procedure 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:   * 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. | | | | | | | | | | | |
| **Competent Persons** (The following persons are authorised to operate, supervise and test students on the equipment/process). | | | | | | | | | | |
| **Name:** | **Title:** | | | | | | | **Contact Details:** | | |
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