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 protectionGloves | dust maskFace Masks | safety gogglesEyeProtection | face shieldWelding Mask | foot protectionAppropriateFootwear | hearing protHearing Protection | safety apronProtective Clothing |
| [ ]  | [ ]  | [x]  | [ ]  | [x]  | [ ]  | [x]  |
|  **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.
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| **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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