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

---

**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.
### Competent Persons

(The following persons are authorised to operate the equipment).

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>