
 <b>Operational Safety Guideline</b> <b>Electric Drill</b>	<b>No. 15</b>
	<b>Authorised By:</b> Ass. Dir Infrastructure Planning & Compliance
<b>Issue Date:</b> September 2013 <b>Last Reviewed:</b> September 2013 <b>Next Review Date:</b> September 2014	<b>Page Number:</b> 1 of 2

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


<b>Description of Work:</b>	Using a electric drill.
	<b>Potential Hazards:</b> 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
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**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.

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<b>Competent Persons</b> (The following persons are authorised to operate the equipment).		
<b>Name:</b>	<b>Title:</b>	<b>Contact Details:</b>

Guide Only