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| --- |
| **Do not use this equipment unless you are authorised, and you have been trained in its safe use and operation. Refer to Operator’s Manual for specific information.** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [x]  | [x]   | [x]   | [ ]   | [ ]   | [ ]   | [ ]   | [ ]   | [ ]  Dust mask sign | [ ]  Sunscreen |  |

Other PPE (list):

### **PRE-OPERATIONAL SAFETY CHECKS**

1. **Check that the drill is still within service.**
2. **Ensure you have a suitable, safe work area.**
3. **Inspect the drill casing, power lead, and plug for damage.**
4. **Do not use dull or damaged drill bits.**
5. **Check the selected drill bit is correctly fitted.**

**DO NOT USE FAULTY OR DAMAGED EQUIPMENT**

**Tag equipment out of service and report defects immediately to your supervisor**

#### OPERATIONAL SAFETY REQUIREMENTS

1. **Do not connect to power source until all adjustments have been made.**
2. **Check that the power lead does not create a trip hazard and are clear of the cutting area during use. Inspect for frays or damage before each use.**
3. **Inspect the material to be drilled for splits, loose knots, and nails, etc.**
4. **Select the correct sized drill bit. Tighten securely in the chuck.**
5. **Ensure the work piece is secure and well supported in a convenient position for drilling.**
6. **Secure workpiece being drilled to prevent movement.**
7. **The power drill must be held firmly with both hands to control operational accuracy and the rotational torque.**
8. **Keep hands and fingers well clear of moving parts. Avoid blocking and covering the motor ventilation slots with your hands.**
9. **Allow the drill to reach operating speed, then apply load gradually. Do not apply excessive force.**
10. **Back the drill bit out to clear away all waste.**
11. **Avoid prolonged use as this could overheat the motor. Turn off after backing out the drill bit. Do not place the drill down until the bit has stopped rotating.**
12. **Disconnect power supply before changing or adjusting bit or attachments.**
13. **Tighten the chuck securely. Remove chuck key before starting drill.**

#### HOUSEKEEPING

1. **Return the drill bit and return this tool to its storage location.**
2. **Leave the work area in a safe, clean, and tidy condition.**

## POTENTIAL HAZARDS

* + **Moving, rotating and sharp parts ◼ Electricity ◼ Airborne particles**
	+ **Burns ◼ Noise ◼ Excessive dust**

**Date of last review:**  **Reviewed by:**