

## Safe Work Instruction - Drill - Battery

**DO NOT use this plant\* or complete this task unless you have been inducted in its safe use and operation by an Authorised Experienced Operator**

This SWI may not cover all possible hazards and risks and should be referred to as a control measure in the risk assessment process.  
Additional training may be required for high risk plant/work. Site and task may change required PPE.

### PERSONAL PROTECTIVE EQUIPMENT



Eye protection must be worn



Long and loose hair must be contained or covered.



Hearing protection must be worn



Foot protection must be worn



High visibility clothing must worn



P2 face mask must be worn when airborne dust or fumes are created

### POTENTIAL HAZARDS AND RISKS



#### Entanglement

Entanglement in moving parts



#### Other

Cut injury from swarf  
Burn injury  
Irritation from excessive dust  
Contact with hot or cold parts of plants



#### Cutting, Stabbing or Puncturing

Injury from contact with moving parts



#### Exposure to Dust/Fumes

Exposure to Dust

### PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete site specific risk assessment
- ✓ Complete visual plant check before operation
- ✓ Ensure you are familiar with plant operations and controls
- ✓ Examine the drill bit and battery for obvious damage prior to each use
- ✓ Select a drill bit suitable for the size of the drill, for the material to be drilled (e.g. wood, masonry, metal etc) and the work being done.
- ✓ Check the correct drill or driver bit is correctly fitted
- ✓ Avoid wearing loose clothing that may cover your hands

### OPERATING PROCEDURES

- ✓ Keep clear of moving plant parts
- ✓ Fit the battery after all adjustments have been made
- ✓ Examine the material to be drilled for splits, loose knots and nails etc
- ✓ Select and securely tighten the correct drill or driver bit
- ✓ Keep fingers, hands, clothing and hair, etc, well clear of the rotating drill chuck, drill bit or driver bit
- ✓ Beware of hot drill bits caused by friction or abrasion
- ✓ Securely clamp your project to a stable work surface to avoid having hands and fingers close to the hot drill bit
- ✓ Allow the drill to reach operating speed, then apply load gradually. Do not apply excessive force
- ✓ Cordless hand drills normally will not operate when the battery charge level is too low
- ✓ Avoid blocking and covering the motor ventilation slots with your hands

- ✓ Be cautious of drilling too close to edges and corners
- ✓ Before making adjustments bring plant to a complete standstill and isolate (use this when applicable)

### ENDING OPERATIONS

- ✓ Allow plant to cool before performing any maintenance, refuelling or cleaning
- ✓ When finished, remove the battery pack, remove the drill bit and clean up the debris
- ✓ Return the battery for recharging
- ✓ Ensure plant is in good working order and stored in the appropriate location

### DO NOT

- ✗ Do not use if plant is faulty. Attach an Out of Service tag and report fault to your supervisor
- ✗ Do not leave plant running unattended
- ✗ Do not use dull or damaged drill bits
- ✗ Do not place your hands under the material being drilled
- ✗ Do not use excessive force to push a drill bit into the material being drilled
- ✗ Do not wear loose jewellery
- ✗ Do not use mobile phone while operating plant

\*Plant in this SWI refers to any machinery, equipment, appliance, container, implement and tool.