

## Safe Work Instruction - Drill - Bench

**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.



Foot protection must be worn



Hearing protection must be worn

### POTENTIAL HAZARDS AND RISKS



#### Manual Task Injury

Manual task injury from awkward body posture



#### Cutting, Stabbing or Puncturing

Injury from sharp or flying object

Injury from contact with moving parts



#### Entanglement

Entanglement in moving parts



#### Other

Cut injury from swarf

Contact with hot or cold parts of plants

### PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete site specific risk assessment
- ✓ Complete visual plant check before operation
- ✓ Ensure you are familiar with plant operations and controls
- ✓ Ensure that guards are fitted, secured and functional in accordance with manufacturers guidelines
- ✓ Check workspaces and walkways to ensure no slip/trip hazards are present
- ✓ Check power lead is in good working order and does not create a trip hazard
- ✓ Confirm plant has a current electrical safety tag
- ✓ Ensure the chuck key has been removed from the drill chuck
- ✓ Follow the correct clamping procedures to ensure work is secure
- ✓ Adjust spindle speed to suit drill or cutter diameter

### OPERATING PROCEDURES

- ✓ Keep clear of moving plant parts
- ✓ Feed downwards at a sufficient rate to keep the drill cutting
- ✓ Feed with care as the drill breaks through the underside of the work
- ✓ Use a safe working posture
- ✓ Before making adjustments or before cleaning accumulated swarf, switch off and bring plant to a complete standstill

### ENDING OPERATIONS

- ✓ Switch of the machine
- ✓ Allow plant to cool before performing any maintenance, refuelling or cleaning
- ✓ Ensure plant is left in good working order and in a safe clean and tidy condition

### 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 hold the item being drilled with your hands. Use a clamp
- ✗ Do not wear loose jewellery or clothing
- ✗ Do not use mobile phone while operating plant
- ✗ Do not use compressed air to clean swarf from bench or machinery

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