

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.