

Safe Work Instruction - Drill - Electric

DO NOT use this plant* 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. Site and task may change required PPE.

PERSONAL PROTECTIVE EQUIPMENT



Eye protection must be worn



Long and loose hair must be contained or covered.



High visibility clothing must worn



Foot protection must be worn



Hand protection must be worn

POTENTIAL HAZARDS AND RISKS

- i Entanglement**
Entanglement in moving parts
- i Electrical Shock or Burn**
Electrical shock or burn from damaged or poorly maintained electrical leads and cables
- i Other**
Cut injury from swarf
Irritation from excessive dust
Injury from contact with moving parts
- i Cutting, Stabbing or Puncturing**
Injury from sharp or flying object
- i Slip, Trips, Falls**
Slip, trip, fall due to electrical leads obstructing walkways
- i Manual Task Injury**
Manual task injury from plant vibration
Manual task injury from repetitive movements

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete site specific risk assessment
- ✓ Complete visual plant check before operation
- ✓ Ensure you are familiar with plant operations and controls
- ✓ Check power lead is in good working order and does not create a trip hazard
- ✓ Confirm plant has a current electrical safety tag
- ✓ Ensure plant has a suitable and safe working area
- ✓ Check the selected drill bit is correctly fitted and chuck key is removed
- ✓ Ensure plant has current electrical tag clearly marked

OPERATING PROCEDURES

- ✓ Keep clear of moving plant part
- ✓ Be aware of 240v mains power cable while drilling
- ✓ Examine the material to be drilled is in good condition, check for splits, loose knots and nails etc.
- ✓ Select the correct size drill bit and type. Tighten securely in the chuck and ensure chuck key is removed
- ✓ Ensure the work piece is secure and well supported in a convenient position for drilling
- ✓ Plant must be held firmly with both hands to control operational accuracy and the rotational torque
- ✓ Avoid blocking & covering the motor ventilation slots with your hands
- ✓ Allow plant to reach operating speed, then apply load gradually. Do not apply excessive force
- ✓ Back the drill bit out to clear away the waste

- ✓ Avoid prolonged use as this could overheat the motor. Turn off after backing out the drill bit.
- ✓ Before making adjustments bring plant to a complete standstill and isolate

ENDING OPERATIONS

- ✓ Allow plant to cool before performing any maintenance, refuelling or cleaning
- ✓ Remove drill bit at end of task
- ✓ Ensure plant is in good working order and stored in the appropriate location

DO NOT

- ✗ Do not use if plant is faulty. Attach a DO NOT OPERATE tag and report fault to your supervisor
- ✗ Do not place the drill bit down until the bit has stopped rotating
- ✗ Do not leave plant running unattended
- ✗ Do not operate without an RCD
- ✗ Do not use a tool bit that is inappropriate for the task
- ✗ Do not wear loose jewellery or clothing
- ✗ Do not use mobile phone while operating plant

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