



## ELECTRIC DRILL

**RA NO**

**DATE**

<b>H.T.I Score</b>	9	Medium-Regular monitoring, Supervision
<b>Contract</b>		
<b>Persons involved in RA</b>	<b>Name</b>	<b>Signatures</b>
Foreman		
Second Foreman		
Safety Officer		
Representative		

Documentation Required	Training Required	PPE and Safety Equipment Required
OHS Act and Construction Regulations	General induction - all employees	Eye protection
Appointment 6(1)	Toolbox talks	Ear protection
Daily Pre-use Inspection register	Operating Drill	Dust Mask
Monthly check by Electrical Supervisor	RA Training	Fire extinguisher
		Gloves

Activity	Activity Steps	Hazards and Risks	Preventative Measures	Rating
1	PPE	Not wearing PPE's. Injury to eyes, hands & feet.	PPE to be used at all times- Eye protection, Gloves, Overalls, Ear protection	9
2	Pre-start check	Damage to the cord might cause a short or electrocution of a person. Burns to body.	Check the electrical cord and extension for any sign of damage.	9
		Plug not correctly wired, shock. Burns to body & damage to drill.	Check condition of the plugs that they are intact, with not damaged or disconnected wires	9
		Not being able to control the drill properly. Injury to body, damage to item being drilled or drill bit.	Check that the on/off switch is working properly.	9
3	Operation	Incorrect drill bit being used. Damage to drill bit or material being drilled	Use the type of drill bit suitable for the material to be drilled.	5
		Standing in water - electrocution. Shock, burns to body.	Do not stand in water when operating the drill.	8

		Cord lying on the floor can get damaged by plant, people or machines. Could cause shock, loss of production and loss of material.	Where possible, lift the extension cord off the floor to avoid it being damaged.	8
4	Working at heights	Not using a harness or safety belt can cause serious, possibly fatal injuries due to falling from a height.	When working in an elevated position, always use a safety belt.	11
		Dropping of drill from elevated position, flying swath or metal pieces can cause injuries to workers underneath or damage the equipment.	Drill to be secured to prevent it from falling. Safe area to be barricaded underneath overhead operations.	8
5	Storage of electric drill.	Incorrect storage of electric drill may result in damage to the electric drill.	Proper storage space for electric drill to be provided. Storage to be controlled by a trained and competent store man	5
		Theft of electric drill.	Electric drill not to be left unsupervised. If not in use the grinder must be returned to the store.	5
6	Maintenance.	Defects not reported may lead to injuries, equipment damage and disability.	All defects on the electric drill must be reported to the supervisor.	12
		Defects repaired by an incompetent employee may cause injury, equipment damage and disability.	Only trained and competent persons to repair the electric drill.	12