



EH&S/General Safety
SHOP SAFETY

Procedure No.: SS-PDRL

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Review Date:

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WARNING!

Do not use this machine unless an instructor or shop supervisor has instructed you in the safe use and operation and has authorized you to operate this equipment!

Equipment/Machine: **POWER DRILL**

Make/Model Number:

Description of Work: Using a power drill.

Potential Hazards: *Exposed moving parts and electrical hazard with the potential to cause harm through entanglement, exposure to heat, dust, projectiles and sharp objects.*

Personal Protective Equipment (PPE) Required (Check the box for required PPE)



Gloves

☐

Face Masks

☐

Eye Protection

☒

Hearing
Protection

☒

Safety
Footwear

☒

Protective
Clothing

☒

Welding
Mask

☐

Safe Work Procedure Checklist:

1. PRE-Operation:

- Task (e.g. Drawings, instructions, specifications etc) is clearly understood.
- Drill bit is tight in chuck and chuck key has been removed (if applicable).
- Work piece is secured.
- Correct drill speed has been set.
- Where necessary, depth stop for drill has been set or wood to be drilled is rested on scrap.
- Correct bit has been selected for material being drilled.
- Identify ON/OFF switch and emergency stop button.

2. Operation:

- Check that drill bit runs 'true' and does not wobble.
- Keep hands clear of work piece and away from rotating tool.
- Back out frequently on deep cuts to clean and cool drill bit.
- Turn off drill before speed settings or bit is changed.
- Exercise caution when removing hot drill bit.

3. POST-Operation:

- Switch off drill before removing waste material from the drill table.
- Make sure good housekeeping practices are in place to minimize dust build-up.
- Return clean drill bit to drill rack and clamps to their storage area.