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| Author: Jessie Zhao Title: Prototyping Labs Technical Assistance Date: 8/16/2022 | |
| #1 Process  (if applicable) | Hold the drill, focus on the target point, and then push the button to turn it on. |
| #2 Equipment | Hand Drill |
| #3 Personal Protective Equipment (PPE) | Safety glasses and hearing protection, plus minimum shop PPE. |
| #4 Environmental /  Ventilation controls. | * Ensure you have a suitable, safe work area. * Examine the power lead and plug for obvious damage. |
| #5 Required training or approval | * Hand drill training * Review and observe general safety practices outlined in the Machine Shop Equipment Safety Guidelines. * Refer to the manufacturer’s operating manual for all operating procedures. |
| #6 Inspection requirements before use | * Ensure this power tool has a suitable safe work area. * Examine the power lead and plug for obvious damage. * Do not use dull or damaged drill bits. * Check the selected drill bit is correctly fitted. * Ensure all equipment has been tested and tagged as per applicable regulations. |
| #7 Safe operating procedures or precautions | * Do not connect to the power source until all adjustments have been made. * Check that the power lead does not create a trip hazard and that it is well clear of the workpiece. * Examine the material to be drilled for splits, loose knots & nails, etc. * Select the correct sized drill bit. Tighten securely in the chuck. * Ensure the workpiece is secure & well supported in a convenient position for drilling. * The power drill must be held firmly with both hands to control operational accuracy and the rotational torque. * Keep hands and fingers well clear of moving parts. Avoid blocking & covering the motor ventilation slots with your hands. * Allow the drill to reach operating speed, then apply load gradually. Do not apply excessive force. * Back the drill bit out to clear away all waste. * Avoid prolonged use as this could overheat the motor. * Turn off after backing out the drill bit. * Do not place the drill down until the bit has stopped rotating. |
| #8 Chemicals/ spill procedures/waste disposal | * Switch off the drill at the end of work and switch off at the power point. * Leave the drill in a safe, clean and tidy state. * Leave the work area in a clean and tidy condition. |
| Author Signature: Date: | |