

# Hand Drill

1. Always wear safety glasses when using a hand drill.
2. Follow manufacturers' instructions when selecting and using a bit or attachment, especially with unfamiliar drills or material.
3. Select the bit or attachment suitable for the size of the drill and the work being done.
4. Ensure that the bit or attachments are properly seated and tightened in the chuck.
5. When changing bits, tighten the chuck securely and ensure you remove the chuck key before starting drill.
6. When changing bits in a keyless chuck, DO NOT pull the trigger while holding the chuck. Rotate the chuck by hand.
7. Use the auxiliary (second) handle for larger work or continuous operation.
8. Keep drill air vents clear to maintain adequate ventilation.
9. Always use drill bits that are sharp and turn true (spin straight).
10. Keep all cords clear of the cutting area during use. Inspect for frays or damage before each use.
11. Disconnect power supply before changing or adjusting bit or attachments.
12. Secure workpiece being drilled to prevent movement.
13. Slow the rate of feed just before breaking through the surface.
14. Drill a small "pilot" hole before drilling large holes.
15. When cutting small pieces, clamp stock so work will not twist or spin. Do not drill with one hand while holding the material with the other.
16. Do not exceed the manufacturer's recommended maximum drilling capacities.
17. Do not use a hole saw cutter without the pilot drill.
18. Do not attempt to free a jammed bit by starting and stopping the drill. Unplug the drill and then remove the bit from the workpiece.
19. Do not reach under or around stock being drilled.
20. Do not overreach. Always keep proper footing and balance.
21. Do not raise or lower the drill by its power cord.

**AT ALL TIMES - IF IN DOUBT, STOP! ASK YOUR INSTRUCTOR**