

Safe Work Instruction	Issue date: 02/07/10
<b>Power Drills</b>	Review date: 30/04/13

Document no.	Work description Use of power drills		
Review date	References OHS Reg 2001 Chapter 5 <a href="#">SMS-06-GD-0225 Plant</a> <a href="#">SMS-06-GD-0403 Plant Risk Assessment</a>		
Responsible supervisor <i>Insert name in BLOCK letters</i>	PPE and precautions	Competencies or qualifications	Licences or permits required
	<ul style="list-style-type: none"> <li>Safety glasses</li> <li>Hearing protection is required when using a hammer drill – everyone must wear hearing protection within <b>5 metres</b> of the hammer drill, or if you are using an ordinary drill in a confined space, unless a risk assessment positively indicates otherwise.</li> <li>Long sleeved shirt – Make sure you have no loose clothing that can be caught in the drill</li> <li>If you have long hair, securely tie it up. Make sure it does not hang loose.</li> <li>Safety boots</li> </ul>	Trained and competent in the use of the specific power drills.  Backsafe instruction	N/A
<b>Tools and equipment required</b>			
Power drill			
<b>IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO <a href="#">SMS-06-PR-0104 WORKPLACE RISK MANAGEMENT</a>.</b>			



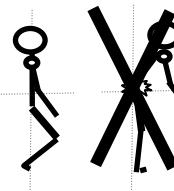
### Warning

*Don't smoke when using the drill.*

<b>Site / job planning</b>	<ul style="list-style-type: none"> <li>Place the first aid kit and fire fighting gear nearby</li> <li>Follow all worksite procedures, eg. induction, Pre-Work Brief</li> <li>Conduct your own hazard assessment – consider the job, the environment and the weather (eg. Manual handling risks are higher in cold weather).</li> <li>Clear the worksite in a 3 metre radius from the drill – fuels, people, site equipment and anything flammable must be kept well away</li> <li>For petrol powered drills: <ul style="list-style-type: none"> <li>- keep fuels, people, site equipment and anything flammable well away</li> <li>- keep Material Safety Data Sheets (MSDS) for fuels and lubricants on site</li> <li>- special ventilation is needed in tunnels and confined spaces – poisonous Carbon Monoxide can build up if the correct precautions are not taken.</li> </ul> </li> </ul>
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<b>Pre-operational checks</b>	<ul style="list-style-type: none"> <li>Check the condition of the cutter bit and drill. Don't use if they're damaged. Replace the damaged drill bit, or tag the drill and repair ASAP.</li> <li>Check that the motor is switched off before changing the chuck, drill bits or for any maintenance</li> <li>Check that the drill bit is secure. Use the appropriate tool to tighten the chuck – it should be kept with the drill at all times</li> </ul>
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# Power Drills

<b>Setting up</b>	<ul style="list-style-type: none"> <li>Turn off the drill before connecting it to the power source.</li> <li>If you are using a plug-in drill, make sure that the power lead and extension is securely plugged in and is not a trip hazard.</li> <li>Only use power leads that have been checked and tagged by an electrician.</li> <li>Make sure you check the date, if the tag is out of date, don't use the lead. Replace it with one that has a valid tag.</li> <li>Check that the immediate area is clear. Keep people and flammable items well out of the way.</li> <li>Use the correct manual handling techniques when lifting the drill.</li> </ul>	 <p>When lifting the drill, bend at the knees, with your elbows bent and back straight</p>
<b>Using the drill</b>	<ul style="list-style-type: none"> <li>Check the precautions to take when a drill bit becomes damaged or jams when still in the drill hole.</li> </ul> <p>Always:</p> <ul style="list-style-type: none"> <li>check the Manufacturer's Instructions for the model you are using if you are unfamiliar with it – there may be safety critical differences to the one you are used to</li> <li>support the work piece with a clamp or similar device to stop it moving while you are drilling</li> <li>get a firm foothold</li> <li>start and stop the drill according to the Manufacturer's Instructions.</li> </ul> <p>Take care that the drill doesn't grab:</p> <ul style="list-style-type: none"> <li>- drill straight and back</li> <li>- drill out regularly to clear shavings.</li> </ul>	
<b>Refuelling petrol powered drills</b>	<ul style="list-style-type: none"> <li>Turn off the drill before adding fuel.</li> <li>Have good ventilation when refuelling or mixing fuels.</li> <li>NEVER start the drill if there is fuel spilt on it or if there is a leak in the fuel system.</li> <li>If there is fuel on your clothes, change them before starting the drill.</li> <li>Only use the correct fuel for the drill – it should be kept in an open area away from possible sources of flames or sparks.</li> </ul>	
<b>Care and storage</b>	<ul style="list-style-type: none"> <li>Use the correct manual handling techniques when lifting or moving the drill.</li> <li>Always remove the drill bit after you've finished – store the drill bits in a storage box in a dry location with a steady temperature, with a light coating of oil.</li> <li>If you are using a battery powered drill, make sure the battery is charged before you put it away.</li> </ul>	
<b>Inspection and maintenance</b>	<ul style="list-style-type: none"> <li>Conduct maintenance as per the Manufacturer's Specifications.</li> <li>Get an authorised dealer to do any repairs or checks/alterations to the motor settings.</li> <li>Maintain inspection and test records in accordance with <a href="#">SMS-16-SR-0057 Inspection and Testing</a> and <a href="#">SMS-05-SR-0027 Records Management</a>.</li> </ul>	
<b>Additional controls</b>		