

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

Document no. SMS-06-SW-0479	Work description Use of power drills		
	Scope Applies to all types of power drills		
Review date 30/04/13	References OHS Reg 2001 Chapter 5 SMS-06-GD-0225 Plant SMS-06-GD-0403 Plant Risk Assessment		
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"> Safety glasses Hearing protection is required when using a hammer drill – everyone must wear hearing protection within 5 metres of the hammer drill, or if you are using an ordinary drill in a confined space, unless a risk assessment positively indicates otherwise. Long sleeved shirt – Make sure you have no loose clothing that can be caught in the drill If you have long hair, securely tie it up. Make sure it does not hang loose. Safety boots 	Trained and competent in the use of the specific power drills. Backsafe instruction	N/A
Tools and equipment required			
Power drill			
IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO SMS-06-PR-0104 WORKPLACE RISK MANAGEMENT .			



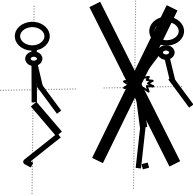
Warning

Don't smoke when using the drill.

Site / job planning	<ul style="list-style-type: none"> Place the first aid kit and fire fighting gear nearby Follow all worksite procedures, eg. induction, Pre-Work Brief Conduct your own hazard assessment – consider the job, the environment and the weather (eg. Manual handling risks are higher in cold weather). Clear the worksite in a 3 metre radius from the drill – fuels, people, site equipment and anything flammable must be kept well away For petrol powered drills: <ul style="list-style-type: none"> keep fuels, people, site equipment and anything flammable well away keep Material Safety Data Sheets (MSDS) for fuels and lubricants on site special ventilation is needed in tunnels and confined spaces – poisonous Carbon Monoxide can build up if the correct precautions are not taken.
Pre-operational checks	<ul style="list-style-type: none"> 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. Check that the motor is switched off before changing the chuck, drill bits or for any maintenance 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

Power Drills**Setting up**

- Turn off the drill before connecting it to the power source.
- 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.
- Only use power leads that have been checked and tagged by an electrician.
- 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.
- Check that the immediate area is clear. Keep people and flammable items well out of the way.
- Use the correct manual handling techniques when lifting the drill.



When lifting the drill, bend at the knees, with your elbows bent and back straight

Using the drill

- Check the precautions to take when a drill bit becomes damaged or jams when still in the drill hole.

Always:

- 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
- support the work piece with a clamp or similar device to stop it moving while you are drilling
- get a firm foothold
- start and stop the drill according to the Manufacturer's Instructions.
- Take care that the drill doesn't grab:
 - drill straight and back
 - drill out regularly to clear shavings.

**Refuelling petrol powered drills**

- Turn off the drill before adding fuel.
- Have good ventilation when refuelling or mixing fuels.
- NEVER start the drill if there is fuel spilt on it or if there is a leak in the fuel system.
- If there is fuel on your clothes, change them before starting the drill.
- Only use the correct fuel for the drill – it should be kept in an open area away from possible sources of flames or sparks.

Care and storage

- Use the correct manual handling techniques when lifting or moving the drill.
- 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.
- If you are using a battery powered drill, make sure the battery is charged before you put it away.

Inspection and maintenance

- Conduct maintenance as per the Manufacturer's Specifications.
- Get an authorised dealer to do any repairs or checks/alterations to the motor settings.
- Maintain inspection and test records in accordance with [SMS-16-SR-0057 Inspection and Testing](#) and [SMS-05-SR-0027 Records Management](#).

Additional controls