

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

<b>Document no.</b> SMS-06-SW-0478	<b>Work description</b> Use of pedestal drills		
	<b>Scope</b> Applies to all types of pedestal drills		
<b>Review date</b> 30/04/13	<b>References</b> OHS Reg 2001 Chapter 5 <a href="#">SMS-06-GD-0225 Plant</a> <a href="#">SMS-06-GD-0403 Plant Risk Assessment</a>		
<b>Responsible supervisor</b> <i>Insert name in BLOCK letters</i>	<b>PPE and precautions</b>	<b>Competencies or qualifications</b>	<b>Licences or permits required</b>
	<ul style="list-style-type: none"> <li>Safety glasses or full face protection</li> <li>Hearing protection – everyone must wear hearing protection within <b>5 metres</b> of the drill, unless a risk assessment positively indicates otherwise.</li> <li>Long sleeved shirt – Make sure you have no loose clothing that can be caught on 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 pedestal drills  Backsafe instruction	N/A
<b>Tools and equipment required</b>			
Pedestal drill			
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> .			



### Warning

Don't smoke when using the pedestal 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. fire risks are higher near long grass or in windy weather).</li> </ul>
<b>Pre-Operational Checks</b>	<ul style="list-style-type: none"> <li>Check the condition of the cutter bit and drill.</li> <li>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> <li>Check that the adjustable perspex chuck guard is utilised to protect the operator from the rotating chuck.</li> <li>This guard should additionally protect the operator from broken drill bits and swarf that may be ejected with considerable force from the point of operation.</li> </ul>
<b>Setting up</b>	<ul style="list-style-type: none"> <li>Turn off the drill before connecting it to the power source.</li> <li>Make sure that the power lead 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>Check the date, if the tag is out of date, do not use the lead – replace it with one that has a valid tag.</li> <li>Check that the immediate area is clear. People and flammable items must be well out of the way.</li> </ul>

## Pedestal Drills

### Using the pedestal drill

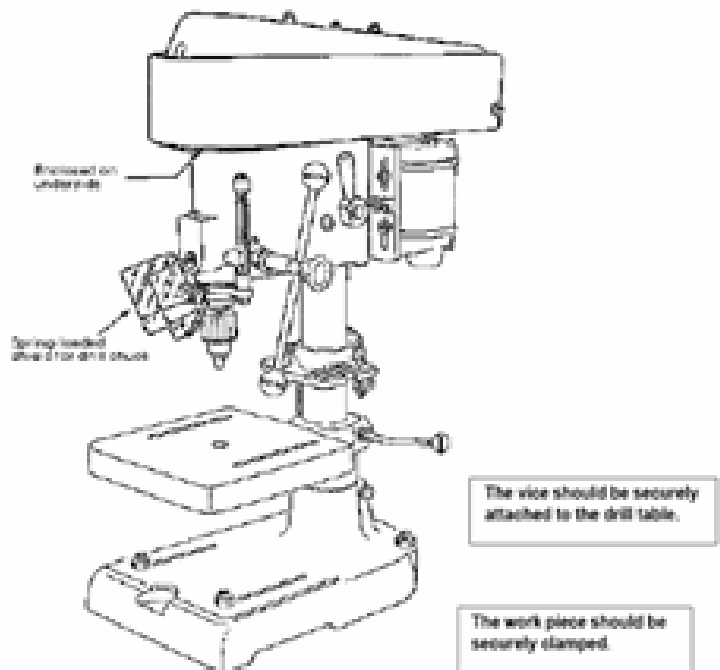


#### Warning

*NEVER wear gloves while using the pedestal drill. Catching gloves in the drill can cause serious injury.*

#### 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.
- Ensure the machine is turned-off and isolated before changing speed settings and drill bits.



### Care and storage

- 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

### 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