

DO NOT use this equipment unless you are authorised to use it and, have been instructed in its safe use and operation



Safety glasses must be worn at all times in work areas



Sturdy footwear must be worn in work area



Rings and jewellery must not be worn



Long and loose hair must be contained



Close fitting/protective clothing must be worn



Hearing protection must be used when using this machine

POTENTIAL HAZARDS:

- **Cordless:** exposed moving parts, hot metal burns, flying debris, noise, cuts and entanglement of hair and clothing
- **Electrical:** Electrocution, hotel burns, noise cuts, entanglement of hair and clothing, flying debris and tripping hazard

PRE-OPERATIONAL SAFETY CHECKS

- Ensure that you have been trained in the correct operating procedure for the drill
- Inspect unit for any damage, do not operate if damaged and report it to your supervisor
- Check the drill bits are sharp and selected for the material being drilled
- Ensure work piece is securely held in position
- Centre punch work piece to be drilled if possible
- Alert people in area of your intentions, and the noise hazard
- If cordless, ensure batteries are charged prior to carrying out the work

OPERATIONAL SAFETY

- Keep body parts clear of rotating parts
- Operate drill with two hands and secure stance
- Check that drill bit runs “true” and does not wobble, if so, adjust
- Ensure chuck is tightly secured and key is removed (if applicable)
- Be mindful of jamming when exiting drilled hole
- Do not use excessive force to drill hole - sharpen drill bit
- Start by drilling a small hole prior to a large hole being drilled
- Use cutting oil to assist with cutting and heat dispersion
- Wait until parts stop rotating before resting on bench
- Turn drill off, before changing the speed settings
- Be aware of sharp edges and burs
- Avoid fragments falling into work boots

POST-OPERATION:

- Return tool and drill bits to storage area once work completed
- If cordless, charge batteries for next user
- If electrical, Isolate power supply when completed job
- Report any damages to Tool

TIP - INFORMATION

In motor vehicle dealerships, drills are often used in pre-delivery and parts departments. Qualified staff are often required to drill number plates on the vehicles and other accessories such as tow bars, mud guards and rear view cameras.

