



Drillpress / Handheld Drills SWP 007

Warning:

The use of this tool may be hazardous. Safety precautions must be observed to reduce the risk of personal injury. It is important to fully understand and observe the following safety precautions and procedures. If not familiar with the use of this equipment refer to the user manual and obtain practical instruction from a competent operator or supervisor. Do not operate without thorough training or unless under the direct supervision of an instructor. Do not operate if guard is missing or not working appropriately.

Background:

Building Maintenance Workers use drill presses, hand held corded drills and cordless drills for a wide variety of workplace tasks.

Hazards:

- Flying materials can contact skin and eyes
- Sudden binding that can cause hand / limb injuries
- Noise
- Burns from hot metal bits
- Electrical shock

PPE Required:

- Ear muffs or ear plugs
- Safety Foot wear
- Face Shield
- CSA approved eye protection at all times
- Gloves

1.0 Pre Set-Up:

- Ensure item to drill is secured
- Wear appropriate PPE
- Wear appropriate clothing and footwear, no loose clothing or jewellery or hair
- Make certain drill rotation is correct
- Select correct type and size of drill bit for job
- Ensure drill bit is properly installed and secured in chuck
- Use cordless drills to reduce risk of electrical shock in higher risk areas (i.e.: pool deck)



2.0 Procedure:

- Use clamp/vice or other practical ways to secure and support work piece
- Always ensure power is off and unplugged from power source before changing drill bits, making adjustments or changing accessories
- Do Not operate this machine until you have completed training in these procedures and are approved by a Supervisor to operate it
- Hold hand drill securely and do not force the tool. Apply steady pressure
- Always use a sharp bit. Check the bit to see if it runs true and free from vibration. A dull or vibrating bit can cause damage to the machine and/or serious injury.

3.0 Post Procedure/Take Down

- Turn drill off and unplug
- Remove drill bit debris from work piece and work area
- Remove bit from chuck and put in drill index or case
- Throw scrap material in garbage can and sweep floor if necessary

4.0 Summary

- Wear safety glasses / face shield and all PPE
- Always ensure power is off and unplugged from power source prior to changing bits or accessories
- Use only drill bits of correct size and type
- Ensure drill bits are sharp prior to use
- Never operate this machine if it is not working appropriately – tag out and report to a Supervisor.