

SAFE WORK PROCEDURE

Drill - Corded

Facility:	Written By:	Approved By:	Date Created:	Date of Last Revision:
Ben Sawatzky Electric Ltd.	Chris Sawatzky	Ben Sawatzky	June 2013	June 2013

Hazards Present:	PPE Required:	Additional Training Required:
Hearing hazard Flying debris/dust Rotating parts Eye injury Electric shock	Eye protection Hearing protection Hard hat Safety footwear	

Safe Work Procedure:

1. Only qualified workers should operate power tools.
2. Work area must be clean and well lit.
3. Inspect the tool, power cord and bits prior to each use.
4. Examine the material to be drilled for splits, loose knots and nails, or other potential hazards.
5. Do not wear loose clothing or jewelry. Keep hair, clothing and gloves away from moving parts.
6. Ensure the switch is in the OFF position before inserting battery pack. Use specified battery pack.
7. Keep handles dry, clean and free from oil and grease.
8. Avoid blocking and covering the motor ventilation slots with your hands.
9. Always be sure you have a firm footing. Be sure no one is below when using the tool in high locations.
10. Do not touch the bit or the material immediately after operation; they may be extremely hot and could burn your skin.
11. Be sure tool is switched off and battery is removed while changing grip or driver or drill bit.
12. To install the bit, open sleeve until bit fits, insert the bit as far as it will go. Tighten sleeve with the chuck provided with the drill.
13. Hold the tool firmly and place the point of the driver bit in the screw head. Apply forward pressure to the tool to the extent that the bit will not slip off the screw, get your fingers out of the way, and turn the tool on to start operation. Do not apply excessive force.
14. NOTES:
 - a. Use the proper bit for the head of the screw/bolt that you wish to use.
 - b. If you tighten the screw for a time longer than recommended, the screw or the point of the driver bit may be overstressed, stripped, damaged, etc.
 - c. Operating the tool at low speed will cause a reduction in the fastening torque.
 - d. Be cautious of drilling too close to edges and corners.
 - e. If the cord ever feels more than comfortably warm, have an electrician check it.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lockout procedure.

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards: Operator/Owner's Manual MB Workplace Safety & Health Regulation 217/2006: 2.1.1 Safe work procedures 6 Personal Protective Equipment 16 Machines, Tools and Robots	<p>This Safe Work Procedure will be reviewed at any time the task, equipment or materials change and at a minimum of every three years.</p> <hr/> Reviewed: Date: July 6, 2013
--	--