

## STANDARD OPERATING PROCEDURE

# Electric & Battery Power Drills

**DO NOT** use this equipment unless you have been trained and assessed to a competent level in its safe use and operation, and have been given permission to use this equipment.



Safety glasses must be worn when operating this equipment.



Safety footwear must be worn when operating this equipment.



Particle mask or respirator to be worn when machining operation generates dust/particulates.



Rings and jewellery must not be worn when operating this equipment.



Long and loose hair must be contained when operating this equipment.



Close fitting/protective clothing must be worn when operating this equipment.



Hearing protection must be worn when hammer drilling or where noise levels are in excess of the 85 dB(A) occupational exposure limit.

### PRE-OPERATIONAL SAFETY CHECKS

1. Ensure that risk assessment has been read. **UQ risk assessment task ID # 36663.**
2. If using battery drills, ensure Battery Charging **UQ risk assessment task ID #31109** has been read.
3. Ensure no slip/trip hazards are present in workspaces and walkways.
4. Check mains powered electrical equipment is fitted with a current electrical safety test tag.
5. Examine the power cord for damage.
6. Ensure you are familiar with the operation of the drill, including direction, speed & hammer controls.
7. Faulty equipment must not be used. Immediately report suspect machinery.

### OPERATIONAL SAFETY CHECKS

1. Keep cords away from heat, oil, and sharp edges.
2. Always disconnect power drills when not using, before servicing or cleaning, and when changing accessory parts.
3. Always follow user's manual specifications when operating power drills.
4. Secure work with clamps or a vice, freeing both hands to operate the equipment.
5. Keep your hands and fingers away from the rotating drill chuck and bit.
6. Never stop the rotation of the drill chuck or bit with your hands or fingers.
7. Feed the bit smoothly into the work. If the hole being drilled is deep, withdraw the bit frequently to remove swarf/shaving from the bit.
8. Never carry a power tool by the power cord.
9. Always disconnect power tools by pulling the plug from the outlet and not by pulling the power cord.
10. Keep your balance and proper footing when working, being careful not to overreach.
11. Don't use power drill in damp or wet locations.
12. Do not leave drills on the floor. Place on a table/bench and/or in a tool case when not in use.
13. Remember power drills are a valuable work-saving device. Use it the right way.... SAFELY!

### HOUSEKEEPING

1. Disconnect power drills, remove bit and return all tooling and fixtures to the correct storage location.
2. Ensure the equipment and work area are in a safe, clean and tidy state after job is completed.
3. Return surplus material to stock & dispose of waste material in an appropriate recycling or waste bin

### POTENTIAL HAZARDS

- Rotating machine parts – entanglement
- Hand and eye injuries
- High noise levels
- Crush and pinch points
- Flying debris/dust
- Sharp edges & burrs
- Ergonomic injuries
- Electric shock

### FORBIDDEN

- Distracting operator
- Removal or modification of safety devices
- Using equipment with lapsed test tag

This SOP does not necessarily cover all possible hazards associated with the machine and should be used in conjunction with other references. It is designed to be used as an adjunct to teaching Safety Procedures and to act as a reminder to users prior to machine use.