



SAFE OPERATING PROCEDURE CORDLESS DRIVER DRILL



DO NOT use this machine unless a Technical Officer or correctly inducted staff member has instructed you in its safe use and operation and has given you permission.



Safety glasses must be worn. A P2 mask is necessary if airborne particles are excessive



Hearing protection may be necessary when noise levels are considered excessive.



Enclosed footwear with substantial uppers must be worn.



Protective clothing or a suitable workshop apron correctly tied and fitted is advisable.



Long or loose hair must be tied back and contained



Remove rings, dangling jewellery and gloves.

DO NOT use faulty equipment – report faults immediately via a Technical Ticket.

PRE-OPERATIONAL SAFETY CHECKS

1. Ensure you have a suitable, safe work area free of any trip/slip hazards.
2. Examine the drill and battery for obvious damage. Do not use dull or damaged drill bits.
3. Check you have the correct drill bit for the job
4. Familiarise yourself with the Switch Trigger and the Reverse Switch lever.
5. Check the charge level in the battery is adequate for the job.

OPERATIONAL SAFETY CHECKS

1. Securely tighten the correct drill bit in the chuck.
2. Fit the battery to the drill
3. Examine the material to be drilled for splits, loose knots, remove any nails, etc.
4. Securely clamp your project to a stable work surface to avoid having hands and fingers near moving parts and be sure you will not be drilling into the workbench etc.
5. Keep fingers, hands, clothing and head, well clear of the rotating drill chuck and bit.
6. Place drill bit to the job and hold firmly. Squeeze trigger and allow drill to reach operating speed, then apply load gradually. Do not apply excessive force.
7. If required click the reverse switch lever to reverse the drill bit out of the hole.
8. Cordless hand drills will not operate when the battery charge level is too low.
9. Avoid blocking and covering the motor ventilation slots with your hands.
10. Be cautious of drilling too close to edges and corners.
11. Beware of hot drill bits caused by friction or abrasion.

Look before you drill – inspect for live wires

HOUSEKEEPING

1. After use allow drill and drill bit to cool. Remove drill bit from the chuck.
2. Clean all dust from drill and work area.
3. Return the battery for charging and place drill and bits to safe storage.
4. Leave the work area in a safe, clean and tidy condition.

POTENTIAL HAZARDS

- Moving, rotating parts
- Dust
- Noise
- Burns (friction)
- Eye injuries

FORBIDDEN DO NOT operate this equipment under the influence of alcohol or other drugs.

Date of last review: _____

Signature: _____

Relevant: Legislation/Guidelines/Standards WHS Act 2011, WHS Regulations 2011.

<https://www.safework.nsw.gov.au/>