



## Powered Hand Drill

Developed by:	Approved by:	Date created:	Last revision:
B White Safety Coordinator	Jason Moffat	February 2009	December 1, 2022
Possible Hazards Present	Personal Protection Required	Additional Training	
<ul style="list-style-type: none"> <li>- Cuts</li> <li>- Punctures</li> <li>- Electrical shock</li> </ul>	<ul style="list-style-type: none"> <li>- Safety glasses</li> <li>- Hearing protection</li> </ul>	<ul style="list-style-type: none"> <li>- Power tool safety</li> <li>- PPE</li> </ul>	
<ol style="list-style-type: none"> <li>1. Read and understand the operator's manual</li> <li>2. Before using, inspect the drill for damage or disrepair including the chuck and power source.</li> <li>3. Never wear a tie, loose clothing or dangly jewelry. Tie back long hair.</li> <li>4. Do not operate in the presence of flammable fumes or wet conditions.</li> <li>5. Use the correct bit for the type of material and the job to be done.</li> <li>6. Before connecting to a power source ensure the power switch is off.</li> <li>7. Ensure the power source is off before adjusting or installing a bit. Use a proper chuck to install the bit &amp; ensure the chuck has been removed before using the drill.</li> <li>8. Keep hands clear of the rotating bit and chuck.</li> <li>9. Do not force the bit. If it is not penetrating properly stop the operation and replace the bit.</li> <li>10. Use caution when changing a bit. They can be sharp and hot.</li> <li>11. Only recharge a drill battery pack with a manufacturer approved charger.</li> <li>12. Always use the specified battery or battery pack for the portable power drill.</li> <li>13. Never carry a drill by the cord. Turn it off and keep your finger away from the power switch.</li> <li>14. Never stop the drill chuck or bit rotation with your hands or fingers.</li> <li>15. Always clean the work area when finished drilling.</li> <li>16. <b>REPORT ANY DANGEROUS SITUATIONS TO THE SUPERVISOR.</b></li> </ol>			
<b>Documentation/Legislation</b> Workplace Safety and Health Regulation, M.R. 217/2006  6 - Personal Protective Equipment 16 - Machines, Tools and Robots		<b>This Safe Work Procedure will be reviewed anytime the task, equipment or materials change and at a minimum every three years.</b>	