

**Standard Operating Procedure- Cordless Drill
SAFE WORK METHOD STATEMENT**

PPE:



Safety glasses must be worn at all times in work areas.



Long and loose hair must be contained.



Appropriate footwear with substantial uppers must be worn.



Close fitting/protective clothing must be worn.



Rings and jewellery must not be worn.



Hearing protection must be worn when using this machine.

Pre-Operational Safety Checks:

- Ensure you have a safe and suitable work area.
- Examine the drill and battery for any obvious damage.
- Do not use damaged or dull drill or driver bits.
- Ensure drill or driver bit is correctly fitted.
- Avoid wearing loose clothing that may be caught in rotating drill bit.
- Ensure work piece is supported and secure so far as reasonably practicable.
- Ensure material to be drilled is safe. I.e; free of: splits, foreign substances and obstructing objects.
- Gloves are not to be worn while operating the cordless drill.

Operational Safety Checks:

- Fit battery once all necessary adjustments have been made to drill bit and drill.
- Ensure worker is trained and competent in using battery drill.
- Ensure all other persons are clear of work area.
- Ensure hands, clothing, hair, finger etc, are kept clear of rotating drill bit.
- Allow the drill to reach operating speed, then apply load gradually. Do not use excessive force.
- Lubricate drill bit, where appropriate, using machine oil to reduce heat created and preserve drill bit.
- Be aware of flying sparks whilst operating on certain materials.
- Do not touch drill bit or work piece immediately after operation as both may be hot.

Housekeeping:

- Leave work space clean and tidy. Place all waste in material bin.
- After use, return the battery for recharging.
- After use, return drill to storage area.
- Any faults with machine recorded and communicated with the rest of the workers.

Potential Hazard Risks:

- Moving parts, rotating parts.
- Inhalation of fumes and dust particles.
- Hearing damage.
- Eye injury from loose debris.
- Burns from hot drill bit or materials.
- Movement of work piece.