



Safe Work Procedure

Corded Hand Drill

Department and Program: Physical Plant Maintenance
Date First Approved: October 2018
Date Reviewed: February 2023 Version 2.0 SWP-PP-GEN-018

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so.

Required Training

- Must be trained by an experienced competent person

Required Personal Protective Equipment and Devices



CSA Approved Safety Footwear Required



No loose fitting clothing



Eye Protection Required



No jewelry, watches, rings, necklaces etc.



Long or loose hair must be tied back or contained



Hearing Protection Required



Approved Dust Mask may be Required

GLOVES

Potential Hazards

- Loose knots or foreign materials in wood
- Hot metal shavings
- Hot drill bits
- Cuts, lacerations and amputations
- Dust/debris irritation
- Noise
- Electrical shock
- Drill bit jamming/ losing control of the drill

Pre-Operational Safety Checks

- Inspect required personal protective equipment and replace if required.
- Ensure no slip/trip hazards are present in workspaces and walkways.
- Make sure guards, if present, are installed and are working properly.
- Faulty equipment must not be used. Immediately report suspect machinery.
- Locate and ensure you are familiar with the operation of the ON/OFF starter.
- Disconnect power supply before changing or adjusting bits.
- Ensure insulated gripping surface is in working condition.

Prohibited Activities

- Do not leave this equipment energized unattended.

- Use the correct drill bit for the job.

Safe Work Procedure

1. Wear appropriate personal protective equipment (PPE).
2. Make all adjustments with power cord unplugged.
3. Ensure that attachments (example: drill bits and auxiliary) are securely attached.
4. Check that cord is away from path of tool.
5. Remove any wrenches and adjusting tools before turning on a tool.
6. Mark the center of the hole to be drilled with a center punch.
7. Lubricate the drill bit with cutting oil when drilling iron or steel. Use a coolant when drilling nonferrous metals such as copper, brass or aluminum.
8. Secure material if required.
9. Start drilling slowly, increasing speed, anticipate torque.
10. Do not touch the work piece immediately after operation; it may be extremely hot and could burn your skin.
11. Allow drill to stop before setting down.
12. Clean up debris.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Return tools to proper storage location after use.
- Leave the drill in a safe, clean and tidy state.
- When servicing equipment (ex. changing a bit), power must be disconnected.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- Operator's Manual

CSA Standards:

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Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 12.3 Hearing Protection
- 16 Machine and Tool Safety

Date Written: 2017/08/09

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Date Revised:

Approved By: Michael McCormick, Director of Physical Plant

Signature:  _____

Date Approved: 2023/2/1

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