



Safe Work Procedure Cordless Drill

Department and Program: Physical Plant Maintenance

Date First Approved: October 2018

Date Reviewed: February 2023 Version 2.0 SWP-PP-GEN-019

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 experience 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

- Foreign objects in materials
- Cuts, lacerations and amputations
- Hot shavings
- Hot drill bits
- Dust/debris irritation
- Noise
- 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.
- Ensure insulated gripping surface is in working condition.

Prohibited Activities

- Use the correct drill bit for the job.

Safe Work Procedure

1. Wear appropriate personal protective equipment (PPE).

2. Ensure batteries are installed and handled correctly, and that attachments (example: drill bits and auxiliary handles) are secured properly to tool.
3. Mark the center of the hole to be drilled with a center punch.
4. 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.
5. May need to secure material.
6. Start drilling slowly while increasing speed, anticipating torque.
7. Do not touch the work piece immediately after operation; it may be extremely hot and could burn your skin
8. Allow drill to stop before setting down.
9. Clean up.

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

- Leave the machine in a safe, clean and tidy state.
- Return tools to proper storage location after use.

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:  _____

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