



Safe Work Procedure Cordless Hammer Drill

Department and Program: **Physical Plant Maintenance**
Date First Approved: **October 2018**
Date Reviewed: **February 2023** Version 2.0 SWP-PP-GEN-020

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 Required

Potential Hazards

- Foreign materials in concrete i.e.-electrical conduit
- Cuts, lacerations and amputations
- Dust/debris irritation
- Hot drill bit
- Noise
- Electrical shock

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.
- Ensure auxiliary handle is securely attached
- 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. May need to secure material before drilling.
4. Hold hammer drill by insulated gripping surfaces and auxiliary handles
5. Start drilling slowly, increase speed and anticipate torque. Perform operation safely and at a moderate pace.
6. **Allow machine to stop before setting down.**
7. Clean up debris.
8. Return tools to proper storage location after use.

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

- Reset all guards to a fully closed position.
- Leave the machine in a safe, clean and tidy state.
- When servicing equipment, power must be disconnected.
- 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: 2017/08/10

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Date Revised:

Approved By: Michael McCormick, Director of Physical Plant

Signature: 

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