



Safe Work Procedure Corded Hammer Drill

Department and Program: Physical Plant Maintenance
Date First Approved: October 2018
Date Reviewed: February 2023 Version 2.0 SWP-PP-GEN-021

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 experienced competent person
- Lockout/Tagout

Required Personal Protective Equipment and Devices



CSA Approved Safety Footwear Required



Hearing Protection Required



No loose fitting clothing



No jewelry, watches, rings, necklaces etc.



Long or loose hair must be tied back or contained



Approved Dust Mask Required



Eye Protection Required

Potential Hazards

- Foreign materials in concrete
- Cuts, lacerations and amputations
- Dust/debris irritation
- Noise
- Electrical shock
- Hot drill bits

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.
- Disconnect power supply before changing or adjusting bits
- Ensure auxiliary handle is securely attached
- Ensure insulated gripping surfaces are in working condition

Prohibited Activities

- Do not leave this equipment energized unattended
- Use the correct drill bits for the work material.

Safe Work Procedure

1. Wear appropriate personal protective equipment (PPE).
2. Make all adjustments with tool 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. **Before drilling, scan concrete**
7. Hold hammer drill by insulated gripping surfaces and auxiliary handles.
8. Start drill slowly, gradually increasing speed while anticipating torque.
9. Allow machine to stop before setting down.
10. Clean up debris with power OFF.
11. 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

- Switch off the machine and 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.

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
- 16.4, 16.14 & 16.35 Machine and Tool Safety

Date Written: 2017/08/11

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Date Revised:

Approved By: Michael McCormick, Director of Physical Plant

Signature: 

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