



Hazards	foreign materials in workpiece cuts, lacerations and amputations, flying chips, sharp edges and burrs
Tools/Equipment	
Employee Group(s)	Facilities Management – Mechanical & Electrical

Required PPE:



Safety Shoes



Ear Protection



Eye Protection



Respirator

SAFE WORK PRACTICES

- Do not perform the procedure or operate the equipment until you have been appropriately trained and authorized to do so by your supervisor.
- Inspect required personal protective equipment (PPE) and replace if required.
- 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 surfaces are in working condition.
- Do not wear loose clothing, dangling jewelry, etc.

PROCEDURES

1. Make all adjustments with battery unplugged.
2. Ensure batteries are installed and handled correctly and that attachments (e.g., drill bits and auxiliary handles) are secured properly to tool.
3. Remove any wrenches and adjusting tools before turning on a tool.
4. Mark the center of the hole to be drilled with a center punch.
5. 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.
6. Before drilling, clamp down material securely.
7. Hold drill by insulated gripping surfaces.
8. Turn power ON and allow motor to come to full speed before using. Anticipate torque on start-up. Perform operation safely and at moderate pace.
9. Do not touch the workpiece immediately after as it may be extremely hot and could burn your skin.
10. Turn power OFF and allow machine to stop before settling down.
11. Clean up debris with power OFF.

NOTE: All PPE, tools and equipment shall be used in accordance with provincial OH&S legislation, manufacturer's specifications, applicable standards and codes of practice.