

SOP/SSOP | Hand Drills

This SOP should be used in conjunction with relevant machinery manuals and manufacturer recommendations.

Procedure Reference	Effective Date	Revision Date	Approval Date
20	7/11/2020 3:29pm	7/11/2020 3:31pm	7/11/2020 3:31pm

DO NOT use this tool unless appropriately instructed in its safe use and operation and permission to operate has been given.

COMPULSORY PPE	AS NEEDED PPE
<p>FOOT PROTECTION MUST BE WORN</p> <p>PROTECTIVE CLOTHING MUST BE WORN</p> <p>EYE & HEARING PROTECTION MUST BE WORN</p>	

PRE-OPERATIONAL SAFETY CHECKS

1. Ensure this power tool has a suitable safe work area.
2. Examine the power lead and plug for obvious damage.
3. Do not use dull or damaged drill bits.
4. Check the selected drill bit is correctly fitted.
5. Ensure all equipment has been tested and tagged as per applicable regulations.

OPERATIONAL SAFETY CHECKS

1. Do not connect to power source until all adjustments have been made.
2. Check that the power lead does not create a trip hazard and that it is well clear of the workpiece.
3. Examine the material to be drilled for splits, loose knots & nails, etc.
4. Select the correct sized drill bit. Tighten securely in the chuck.
5. Ensure the workpiece is secure & well supported in a convenient position for drilling.
6. The power drill must be held firmly with both hands to control operational accuracy and the rotational torque.
7. Keep hands and fingers well clear of moving parts. Avoid blocking & covering the motor ventilation slots with your hands.
8. Allow the drill to reach operating speed, then apply load gradually. Do not apply excessive force.
9. Back the drill bit out to clear away all waste.
10. Avoid prolonged use as this could overheat the motor.
11. Turn off after backing out the drill bit.
12. Do not place the drill down until the bit has stopped rotating.

HOUSEKEEPING

1. Switch off the drill at the end of work and switch off at power point.
2. Check that power leads have not been damaged during use.
3. Leave the drill in a safe, clean and tidy state.
4. Leave the work area in a clean and tidy condition.
5. Maintenance must only be performed by qualified electrician in accordance with the Maintenance section of the operator's manual.
6. This operating procedure does not apply to any equipment that has been modified outside manufacturer's specifications.

POTENTIAL HAZARDS

1. Electrocution - RCD fitted, cords tested
2. Dust - Dust mask as required
3. Noise - Ear plugs or ear muffs
4. Eye injuries - Approved safety glasses
5. Burns - Gloves or tools to handle hot materials

SPECIAL NOTE

NO PERSONNEL ARE TO USE THIS EQUIPMENT PRIOR TO OBTAINING:

- COMPETANCY IN THE CORRECT USE OF THE EQUIPMENT
- READING AND FULLY UNDERSTANDING THE OPERATOR'S MANUAL
- READING THE STANDARD OPERATING PROCEDURE
- UNDERGOING THOROUGH PRACTICAL TRAINING WHILE PROPERLY SUPERVISED
- SUPERVISOR TO SIGN OFF FOR WHEN EMPLOYEE HAS MET ALL THE CRITERIA LISTED IN THIS SOP

Editor Name

Reicza Ham



