



LOCKSMITHS

SAFE OPERATING PROCEDURE ELECTRIC DRILL

DO NOT use this equipment unless you have been instructed in its safe use and operation and given prior permission.

PERSONAL PROTECTIVE EQUIPMENT

 PROTECTIVE CLOTHING MUST BE WORN	 HEARING AND EYE PROTECTION MUST BE WORN	 FOOT PROTECTION MUST BE WORN	 HAIR PROTECTION MUST BE WORN	 DUST MASK MUST BE WORN	 SWITCH OFF WHEN NOT IN USE	 NO RINGS OR JEWELLERY TO BE WORN	 NO SMOKING



PRE-OPERATIONAL SAFETY CHECKS

- Read Operators Manual and Risk assessment.
- Task (e.g. Drawings, instructions, specifications etc.) is clearly understood.
- Ensure the saw is operated on an RCD protected circuit.
- Ensure this power tool has a suitable safe work area.
- Examine the power lead and plug for obvious damage.
- Do not use dull or damaged drill bits.
- Check the selected drill bit is correctly fitted.
- Ensure you are familiar with the operation of the ON/OFF starter.

OPERATIONAL SAFETY CHECKS

- Only one person may operate this machine at any one time.
- Do not connect to power source until all adjustments have been made.
- Check that the power lead does not create a trip hazard and that it is well clear of the workpiece.
- Examine the material to be drilled for splits, loose knots & nails, etc.
- Select the correct sized drill bit. Tighten securely in the chuck.
- Ensure the workpiece is secure & well supported in a convenient position for drilling.
- The power drill must be held firmly with both hands to control operational accuracy and the rotational torque.
- Keep hands and fingers well clear of moving parts. Avoid blocking & covering the motor ventilation slots with your hands.
- Allow the drill to reach operating speed, then apply load gradually. Do not apply excessive force.
- Back the drill bit out to clear away all waste.
- Avoid prolonged use as this could overheat the motor.
- Turn off after backing out the drill bit.

Date of last review	Name	Signature
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- ✓ Do not place the drill down until the bit has stopped rotating.

ENDING OPERATIONS AND CLEAN UP

- ✓ Switch off the drill when work completed & before removing waste material from work site.
- ✓ Remove the drill bit & return drill to the storage area.
- ✓ Leave the drill & work space in a safe, clean and tidy state.

MAINTENANCE

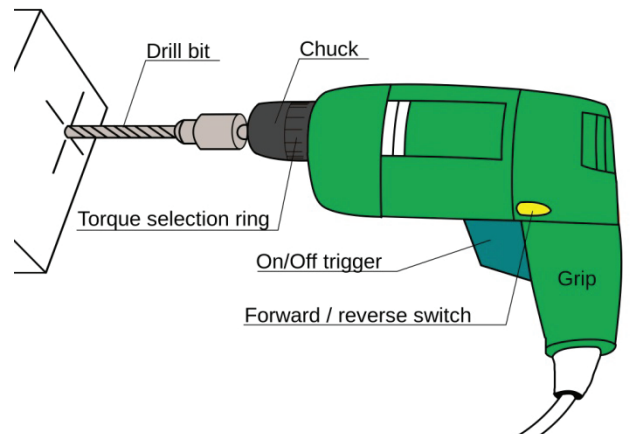
- ✓ Maintenance must only be performed by qualified personnel in accordance with the Maintenance section of the Operators Manual.
- ✓ Ensure all equipment has been tested and tagged as per applicable state/territory regulations.
- ✓ This Safe Operating Procedure **DOES NOT** apply to any equipment that has been modified outside manufacturer's specifications.

POTENTIAL HAZARDS AND INJURIES

- i Dust.
- i Electrical shocks.
- i Noise.
- i Sharp edges and burrs.
- i Hair/clothing getting caught in moving machine parts.
- i Contact with rotating drill.
- i Burns (friction).
- i Eye injuries.

DON'T

- ✗ DO NOT operate equipment without wearing appropriate PPE
- ✗ Bend down near the machine while it is running.
- ✗ Look before you drill – inspect for live wires.
- ✗ Use faulty equipment. Immediately report any suspect equipment & apply a DO NOT USE tag.



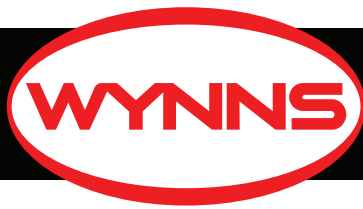
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I confirm I am competent to operate an Electric Drill following my training and reading of the attached Safe Operating Procedure.

Date	Name	Signature

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