



DRILLS

Potential Hazards

1. cuts/lacerations/amputations
2. eye injury / flying objects
3. electrocution
4. respiratory illness
5. repetitive strain injury
6. noise (hearing loss)

Personal Protective Equipment Required

- | | | |
|-----------------|--------------------|-----------------|
| Hard hat | CSA Boots | Eye protection |
| Hand protection | Hearing protection | Skin protection |
| | Face protection | (clothing) |

PRELIMINARY ACTIVITIES

Where multiple trade activity is scheduled, the general contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete their scope of work. Prior to any work commencing supervisors must conduct a hazard assessment of all applicable work areas. Any hazards that are found during the hazard assessment must be addressed prior to any work commencing.

DO'S:

1. Put on eye protection.
2. Select the proper drill bit for the material you're drilling. Metal and wood usually can use the same type of drill bit, but masonry bits have a very special design.
3. Hold the drill with both hands perpendicular to the hole you want to drill.
4. With gentle pressure, push the drill into the material.
5. If the drill is going into wood, you may need to pull the drill out periodically as the drill bit will probably clog. By pulling the drill bit partially out of the work while the bit is turning, it will self clean.
6. If the drill bit does clog (usually from pressing too hard and too fast), then pull the bit out and clean the clog out with a hard material such as a screwdriver or nail.
7. Drilling through metal can be tricky. The bit may bind as it cuts through the other side. If this happens release trigger pressure immediately. Pull the bit back and slowly complete the cut. Use the reverse feature if the bit gets stuck when it binds.
8. Once the drill penetrates the material, the task is complete.

DON'Ts:

1. Never change a drill bit or make any adjustment to a 'cutting' power tool - until the power cable has been unplugged. Do not rely only upon the switch on the tool or outlet.
2. Never use power tools if you are at risk of overbalancing, reposition any ladder, scaffold etc. to make the job comfortable.
3. Never work with blunt tools.

SAFE WORK PROCEDURE

1. No worker shall operate any power tool, or similar type of equipment unless they are familiar with the use and operation of the equipment and has received specific instruction on its use and operations.
2. Instruction in the use, handling, and maintenance of power tools or similar tools, will be given to the workers by the supervisor responsible for the job.
3. Only qualified or specially trained workers may alter, repair, or otherwise be granted access to electrical equipment or electrical tools.
4. No worker shall commence work on any electrical equipment until the equipment has been shut off and locked out as per the lock out procedure. Ensure power supply is completely disengaged.
5. Ground Fault Circuit Interrupters must be installed at the power source for tools, which are not equipped with a ground plug, including double insulated tools, when work is being done in wet environments.
6. Use of eye protection is mandatory for all workers using or assisting in the use of drill motors of any type.
7. Small parts must be clamped in a vice or to a large piece of material before attempting to drill them.
8. Before using an electric drill, the power cord must be checked for breaks or tears in the insulation. Defective drills must be returned to the shops for repair.
9. Plug ends of electric drills must be capped and have the grounding prong intact.
10. Chuck keys must not be taped to a drill electric cord. Hang the chuck key at the end of the power cord where it plugs into the extension cord or receptacle to prevent electrocution.