### *Amend the equipment title, safety signs (page 2) and example text in the tables. Delete italic prompts and page 2 before saving.*

### STANDARD OPERATING PROCEDURE

### PORTABLE POWER DRILL

### DO NOT USE UNLESS YOU ARE TRAINED, COMPETENT & HAVE PERMISSION

### *What warnings and/or protective measures must be taken when using this equipment?*

### man02wng12man17Protect hair from entanglement

###  POTENTIALS HAZARDS………… ………………… ……… … ………. .…

### *What are the potential hazards? What can go wrong? Are there known ways in which the equipment could fail generating a hazard? Are there any by-products from use (i.e. eye hazards, breathing hazards)?*

|  |  |
| --- | --- |
| Electric Shock | Drill jamming in work |
| Flying swarf | Eye injuries |
| Airborne dust | Hair/Clothing entanglement. |
| Drill Breakages |  |

### PRE-OPERATIONAL SAFETY CHECKS do not use defective or faulty equipment *Equipment is sometimes not used for long periods. What must be done to ensure that it is always as safe as possible to use?*

|  |  |
| --- | --- |
| 1 | Check your workspace is adequate to carry out the job. |
| 2 | Ensure you are familiar with all the equipment controls. |
| 3 | Check drill and cord are in good condition and have up to date tags. |
|  |  |
|  |  |

### OPERATIONAL SAFETY………… ………….… ……………… ………… …………..

*Note things that you must check whilst using the equipment. Must you be aware of gauges providing important operational information? How must you respond to certain things if they occur?*

|  |  |
| --- | --- |
| 1 | Do not hold material in the ‘hand hazard’ zone. Keep hands clear of drill bit. |
| 2 | Ensure the pressure is within correct ‘working range’ – if not switch off equipment and arrange repair. |
| 3 | Clamp work securely (if applicable). |
| 4 | Do not use drill in wet conditions |

### POST-OPERATIONAL… ………………………………… … ……………… …………

### *What must be done to ensure that the equipment will be ready for safe use next time it is required? Is there routine maintenance to do after use? What tidying up is required when you have finished using it?*

|  |  |
| --- | --- |
| 1 | Switch off power . |
| 2 | Leave the equipment in a clean and tidy state. |
| 3 | Tidy up work area and replace drill in store. |
|  |  |

### FORBIDDEN this equipment must only be used for the purpose for which it is intended

### *Are there examples of known prohibited uses? Could there be temptation to use the equipment for jobs it is unsuitable for.*

|  |  |
| --- | --- |
| 1 | Only use drill bits designed for the drill. |
| 2 | Do not use the drill for anything other than drilling |
|  |  |
|  |  |

This Standard Operating Procedure does not necessarily cover all possible hazards associated with the equipment. It should be used in conjunction with other references. It is designed as an adjunct to training and to act as a reminder to trained, competent operators.

|  |  |  |  |
| --- | --- | --- | --- |
| ASSESSMENT DATE:  / /IF USED AS RECORD OF COMPENTENCY | Verified by Supervisor: |  | (name & signature) |
| Competent operator:  |  | (name & signature) |

### *PLEASE COPY APPROPRIATE SIGNS TO THE PAGE ABOVE. DELETE REMAINDER TO LEAVE A SINGLE PAGE STANDARD OPERATING PROCEDURE. FOR ADDITIONAL SIGNAGE PLEASE CONTACT SAFETY AND HEALTH.*









