

A Safe Workplace

A Workplace Safety and Health Manual for Your Community

Section: III-D	Rules Procedures, Practices and Guidelines	Page 1 of 1
		Approved By: Harvey Bostrom
Subject: TSE-2	Operating an Electric Power Drill	Effective: April 01, 2005
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PPE Required: Safety glasses or face shield, hearing protection, steel-toe boots

Warning: Do not wear loose clothing or rolled up sleeves
Remove all jewelry
Disconnect the power before repairing or servicing
Ensure cord is not in water and that the tool is grounded or double-insulated.

Steps:

1. Read and understand equipment manual before operating circular saw.
2. Ensure drill is unplugged prior to changing bits or doing maintenance on drill.
3. Layout-out work and mark area to be drilled.
4. Drill on 90 degree angle to materials.
5. Ensure a firm grip on drill. Bend arms slightly to absorb shock if bit grabs.
6. Ensure the work area is free of debris and obstructions.
7. Plug in and start the drill. Check for rotation and wobble.
8. Begin drilling material. Keep both hands firmly on the tool handles and use clamps to secure work.
9. Remove bits and store drill. Do not leave on scaffold or ladder. Clear the work area of debris.