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| ***Portable_Plant_SOP*****HAND DRILL**🗹 |
| ***Students must complete the checklist below with a tick in every box before operating this portable power equipment*** |
| **Has your teacher given you instruction on the safe use and operation of this equipment?** | **🗆** |
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| **Has your teacher given permission for you to use this equipment?** | **🗆** |
|  | Are you wearing approved safety glasses?. | **🗆** |
| Foot Protection circle | Are you wearing protective footwear with substantial uppers?. | **🗆** |
|  | Are you wearing a mask when excessive airborne dust is created?  | **🗆** |
|  | Are you wearing appropriate hearing protection when noise levels are identified as excessive? | **🗆** |
|  | Are you wearing protective clothing or a suitable workshop apron? | **🗆** |
|  | Is your hair contained or restrained, and have you removed exposed rings or jewellery?  | **🗆** |
| **Have you read the important information section on the reverse?** | **🗆** |
|  **PRE-OPERATIONAL SAFETY CHECKS** |  |
| 1. Is your work area suitable and safe?
 | **🗆** |
| 1. Is the power lead and plug undamaged and in good working condition?
 | **🗆** |
| 1. Have you checked the drill bits for any dullness or damage?
 | **🗆** |
| 1. Is the selected drill bit correctly fitted?
 | **🗆** |

Paste pages 1 and 2 back to back – cut out this section – laminate and trim to size

Hand Drill

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| ***Portable_Plant_SOP*****HAND DRILL****Air Compressor** |
| **Important information – read before use** |
| **OPERATIONAL SAFETY CHECKS** |
| **DO NOT use faulty equipment - Report this immediately to your teacher** |
| 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 work piece.
3. Examine the material to be drilled for splits, loose knots and nails, etc.
4. Select the correct sized drill bit. Tighten securely in the chuck.
5. Ensure that the work piece is secure and 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 and 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. Turn off after backing out the drill bit. Do not place the drill down until the bit has stopped rotating.
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| **Look before you drill – inspect for live wires** |
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| **HOUSEKEEPING** |
| 1. Remove the drill bit and return this tool to the appropriate storage cupboard.
2. Leave the work area in a safe, clean and tidy condition.
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| **POTENTIAL HAZARDS** |
| ◼ Moving, rotating and sharp parts ◼ Electricity ◼ Eye injuries◼ Burns (friction) ◼ Excessive dust ◼ Noise |

 **Date of last review:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_