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| ***Portable_Plant_SOP*****HAND DRILL (cordless)**🗹 |
| ***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?  | **🗆** |
| Apron | Are you wearing a suitable apron or close fitting protective clothing? | **🗆** |
|  | Are you wearing hearing protection when noise levels are excessive? | **🗆** |
|  |  |  |
| **Have you read the important information section on the reverse?** | **🗆** |
|  **PRE-OPERATIONAL SAFETY CHECKS** |  |
| 1. Does this power tool have a suitable, safe work area?
 | **🗆** |
| 1. Is the drill (including its battery) free from obvious damage?
 | **🗆** |
| 1. Are the drill or driver bits in good condition
 | **🗆** |
| 1. Are the drill or driver bits correctly fitted?
 | **🗆** |
| 1. Are you wearing clothing that keeps your hands and wrists free?
 | **🗆** |

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

Hand Drill (cordless)

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| ***Portable_Plant_SOP*****HAND DRILL (cordless)****Router Table** |
| **Important information – read before use** |
| **OPERATIONAL SAFETY CHECKS** |
| **DO NOT use faulty equipment – report this immediately to your teacher** |
| 1. Fit the battery only after all adjustments have been made.
2. Examine the material to be drilled for splits, loose knots and nails, etc.
3. Select and securely tighten the correct drill or driver bit.
4. Keep your fingers, hands, clothing and hair well clear of the rotating drill chuck, drill bit, or driver bit.
5. Beware of hot drill bits caused by friction or abrasion.
6. Securely clamp your project to a stable work surface to avoid having hands and fingers close to the hot drill bit.
7. Allow the drill to reach operating speed, then apply load gradually. Do not apply excessive force.
8. Cordless hand drills or screwdrivers normally will not operate when the battery charge level is too low.
9. Avoid blocking and covering the motor ventilation slots with your hands.
10. Be cautious of drilling too close to edges and corners.
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| **Look before you drill – inspect for live wires** |
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| **HOUSEKEEPING** |
| 1. After use, return the battery for recharging.
2. Leave the machine in a safe, clean and tidy state.
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| **POTENTIAL HAZARDS** |
| ◼ Moving, rotating and sharp parts ◼ Electricity ◼ Dust ◼ Noise ◼ Eye injuries ◼ Burns (friction) |

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