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| ***Portable_Plant_SOP***  **HAND DRILL (cordless)** | |
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| **DO NOT** use this machine unless a teacher has instructed you in its safe use and operation and has given permission | |
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| Approved safety glasses must be worn at all times in all ITD spaces. | Hearing protection may be necessary when noise levels are considered excessive. |
| Foot Protection circleAppropriate protective footwear with substantial uppers must be worn in all ITD spaces. | Protective clothing or a suitable workshop apron is advisable. |
| A dust mask may be necessary when airborne dust levels are considered excessive. |  |

### **DO NOT use faulty equipment – report this immediately to your teacher**

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### **PRE-OPERATIONAL SAFETY CHECKS**

1. **Ensure you have a suitable, safe work area.**
2. **Examine the drill and battery for obvious damage.**
3. **Do not use dull or damaged drill or driver bits.**
4. **Check the correct drill or driver bit is correctly fitted.**
5. **Avoid wearing loose clothing that may cover your hands possibly causing injury or broken drill bits.**

#### OPERATIONAL SAFETY CHECKS

1. **Fit the battery 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 fingers, hands, clothing and hair, etc. 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** |

#### HOUSEKEEPING

1. **After use, return the battery for recharging.**
2. **Leave the work area in a safe, clean and tidy condition.**

## POTENTIAL HAZARDS

* + **Moving, rotating parts ◼ Dust ◼ Noise**
  + **Burns (friction) ◼ Eye injuries ◼ Dust**

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