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| ***Portable_Plant_SOP***  **HAND DRILL** | |
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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 work areas. | **Prohibition circle**Prohibition circleHearing protection *must* be worn when noise levels are identified as excessive. |
| Foot Protection circleAppropriate protective footwear with substantial uppers must be worn. | Protective clothing or a suitable workshop apron is encouraged. |
| A mask *must* be worn when excessive airborne dust is created. | Contain or restrain long and loose hair, and remove exposed rings or jewellery. |

### **Look before you drill – inspect for live wires**

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

1. **Ensure this power tool has a suitable safe work area.**
2. **Examine the power lead and plug for obvious damage.**
3. **Do not use dull or damaged drill bits.**
4. **Check the selected drill bit is correctly fitted.**

#### OPERATIONAL SAFETY CHECKS

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 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 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.**

#### HOUSEKEEPING

1. **Return the drill bit and return this tool to the appropriate storage cupboard.**
2. **Leave the work area in a safe, clean and tidy condition.**

## POTENTIAL HAZARDS

* + **Moving, rotating and sharp parts ◼ Electricity ◼ Eye injuries**
  + **Burns (friction) ◼ Noise ◼ Excessive dust**

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