

Risk Element

- Cuts;
- Trapped Fingers;
- Entanglement;
- Eye injuries;
- Ejected particles;
- Electrocutation;
- Slips trips and falls.

Precautions to Eliminate/Reduce Risk

- Wear eye protection, gloves, issued protective workwear, safety footwear, ear protection;
- Do not leave the machine until the chuck stops rotating, Do not forcibly stop;
- Carry out pre use check to ensure all guards are fitted, secure and functional any defects to be reported to Manager/Supervisor;
- Ensure no protective clothing is loose/ long hair is tied back;
- Do not hold the item being drilled with your hands;
- Ensure work area is kept free of obstacles to prevent slips, trips and falls.

Safe Working Method

- Use equipment directed as in the manufacturer's instructions. If you are unsure, ask a Manager/Supervisor;
- Before commencing work, a visual check of the equipment to be made. (Casing, cables, guards);
- Check guarding is set correctly;
- Locate and ensure you are familiar with all machine operations and controls;
- Use correct type of tools for the job use correct size tools;
- Check any tools before use for damage/wear and report any defects to Manager/Supervisor;
- Check workspaces and walkways to ensure no slip/trip hazards are present;
- Ensure the chuck key (if used) has been removed from the drill chuck;
- Ensure workpiece is secured before commencing work;
- Adjust the spindle speed to suit drill or cutter diameter;
- Before making adjustments, take measurements or before cleaning swarf accumulations, switch off and bring the machine to a complete standstill;
- Feed downwards at a sufficient rate to keep the drill cutting;
- Feed with care as the drill breaks through the underside of the work;
- Deal promptly and effectively with problems within your control and report those that cannot be solved;
- Use mechanical lifting aids to move heavy items;
- Switch off the machine when work completed;
- Leave the machine in a safe, clean and tidy state.