SAFE WORK PROCEDURES
DRILL (HAMMER)

SPECIAL INSTRUCTIONS:
1. Always follow manufacturer's instructions when using electric power tools to avoid personal injury and damage to tools.

Sequence	Identified hazards	Key processes to be followed	Precautions / PPE required
1. General precautions	Electric shock	Electric power tools used in a workplace must be inspected by a competent person at specified intervals and be fitted with and inspection tag before being used. Electric power tools must always be connected to a circuit protected by an operating RCD or safety switch. **Check for cables, conduits or pipes in or behind walls, etc., before drilling.**	Ensure that tools are within inspection period for class of work being carried out. Do not use mains power tools on unprotected electrical circuits. Locate all services before drilling walls.
2. Pre-start inspection	Electric shock Faulty tools Over-exertion/strain	Inspect casing for cracks or damage, and inspect lead and plug for cuts or damage to insulation, or broken or bent pins. Check that chuck holds drill bits, etc., firmly and without any axial movement. Check operation of control switch - drill must stop immediately if trigger released. Ensure that T-handle is securely attached when using larger tools and drill bits.	Do not use faulty tools or equipment – rectify, repair or replace if faulty. Replace chuck if worn or damaged. Keep chuck key with drill. Do not use power tools if controls faulty.
3a. Drill chuck – Keyless type	Faulty tools	Inspect chuck jaws for wear or damage, and check that jaws mate correctly when chuck is closed without a drill bit inserted. Do not use chuck if jaws are worn. Ensure that chuck hold drill bit securely when tightened by hand pressure only.	Do not use chuck if jaws are worn or damaged, or do not hold drill bit securely. Do not use tools to tighten drill chuck.
3b. Drill chuck – Jacobs type	Faulty tools	Inspect chuck jaws for wear or damage, and check that jaws mate correctly when chuck is closed without a drill bit inserted. Do not use chuck if jaws are worn. Inspect teeth on chuck body and key to detect any wear or damage which will prevent proper tightening of chuck. **Ensure that correct chuck key is used**. Tighten chuck by using chuck key in each hole in turn until evenly tightened.	Do not use chuck if jaws are worn or damaged, or do not hold drill bit securely. Replace chuck if teeth worn or damaged. Ensure correct key to suit chuck is used. Do not over tighten chuck.
4. Operation	Damage to tool Noise Harmful exposure (e.g., concrete dust, etc.)	Adopt comfortable posture when using drills – avoid bending where possible. Use leg or load support when using large drill to drill into walls, etc. Keep floor area clear of leads or hoses, and do not allow dust to accumulate. Ensure that drill is set to correct speed for size of drill and material being drilled. Do not exert excessive pressure when drilling – allow bit to cut at its own speed. Avoid inhalation of dust when drilling – wear dust mask if dust may be present in breathing zone, or when drilling at above waist height or in enclosed areas.	Provide assistance where required with large tools or complex jobs. Keep work areas clear and clean. Refer to manufacturer's recommendations. Wear **eye and hearing protection** when using a hammer drill. Wear **P1 particulate dust mask.**
5. Cleaning and maintenance	Damage, exposure	Clean outer casing of drill and chuck components to remove contaminants. Store power tools in safe dry environment to protect from damage.	Store drills in safe dry location to avoid damage.
PRECAUTIONS: The following precautions are to be observed in areas where these procedures are carried out.