

Safe Work Practice (SWP)

Name of Task Cordless Drill	
Department/Unit: Trades Programs, and Maintenance	
Personal Protective Equipment or other required equipment and safety considerations: Eye Protection, CSA approved footwear, hearing protection, and long hair must be contained or tied to the back. No loose fitting clothing. No jewelry, watches, rings or necklaces.	
Hazards: Cuts, lacerations, amputations, electrical shock, dust/debris irritation, noise, and foreign materials in workplace	
Required Training:	Successful completion of safety unit and test. Training in-house by individuals, experienced and knowledgeable with the tool.
Steps to be taken to complete task safely:	
1	Pre-Operational Safety Checks: <ul style="list-style-type: none"> Ensure no slip/trip hazards are present in workspace and walkways. Faulty equipment must not be used. Immediately report suspect equipment. Locate and ensure you are familiar with the operation of the ON/OFF starter. Disconnect power supply before changing or adjusting bits. Ensure insulated gripping surfaces are in working order. Make all adjustments with battery unplugged. Ensure batteries are installed and handled correctly, and that attachments are secured properly to tool. Remove any wrenches and adjusting tools before turning on a tool.
2	Wear specified Personal Protective Equipment.
3	Mark the center of the hole to be drilled with a center punch.
4	Lubricate the drill bit with cutting oil when drilling iron or steel. Use a coolant when drilling nonferrous metals such as copper, brass or aluminum.
5	Before drilling, clamp material down securely.
6	Drill a pilot hole for wall installations.
7	Turn power ON and allow motor to come to full speed before using. Keep drill perpendicular to work piece and perform operation safely and at a moderate pace.
8	Prohibited Activities: <ul style="list-style-type: none"> Do not touch the work piece immediately after operation; it may be extremely hot and could burn your skin.
9	Turn power OFF and allow machine to stop before setting down.
10	Post-Operational Safety Checks: <ul style="list-style-type: none"> Clean up work area.
If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure. Report any hazardous situation to your instructor/supervisor immediately.	
Responsibilities, Completion and Review	
<i>Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</i>	

Completed by and Date:	Approved by:
Last Reviewed/Revised by and Date:	Note: This task will be monitored periodically to ensure compliance and effectiveness.