

Safe Work Practice (SWP)

Name of Task Hammer 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 approved dust mask. Long hair must be tied back or contained. No loose fitting clothing, or jewelry (watches, rings or necklaces). .	
Hazards: Foreign materials in concrete, cuts, lacerations, dust/debris irritation, noise, and electrical shock.	
Required Training:	<ul style="list-style-type: none"> - Successful completion of safety unit and test. - Training in-house by individuals, experienced and knowledgeable with the tool. - Operators manual
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 auxiliary handle is securely attached. - Ensure insulated gripping surfaces are in working condition. - Ensure power switch is on OFF position before plugging in. Check that the cord is away from path of the tool. - Before drilling, clamp down material securely.
2	Wear specified Personal Protective Equipment.
	Hold hammer drill by insulated gripping surfaces and auxiliary handles.
	Turn power ON and allow for motor to come to full speed before using (anticipate torque on start-up). Perform operation safely and at a moderate pace.
	Do not touch the work piece immediately after operation; it may be extremely hot and could burn your skin.
	Turn power OFF and allow machine to stop before setting down.
	Post-Operational Safety Checks:- <ul style="list-style-type: none"> - Clean up debris and power OFF - Return to proper storage location after use
<i>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.</i>	
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.