



Safe Work Practice (SWP)

Name of Task: Air Drill / Pneumatic Drill	
Department/Unit: Trades	
Personal Protective Equipment or other required equipment or other safety considerations: <ul style="list-style-type: none">• Eye Protection Required• CSA Approved Safety Footwear Required• Hearing Protection Required• Gloves must NOT be worn when operating this equipment• No loose-fitting clothing• Long or loose hair must be tied back or contained• No jewelry, watches, rings, necklaces etc.	
Hazards: <ul style="list-style-type: none">• High noise can damage hearing• Power tools can cause flying debris• Tool vibration can damage nerves in hands and wrists• Sudden and unexpected tool movement can cause injury• Tools starting unexpectedly can cause injury• Drill can catch in loose clothing and hair	
Required Training	<ul style="list-style-type: none">• Successful completion of NBCC Safety Course (Work Safely or Workplace Safety Practices)• Shop safety orientation• Read and understand SWP• For students, practical demonstration and Instructor supervision required
Pre-Operational Safety Checks	<ul style="list-style-type: none">• Inspect tool for damage or improper assembly• Inspect drill bit for breakage and proper installation in tool• Inspect air supply pressure and hose condition• Inform bystanders of potential hazards• Tie back loose clothing and hair
Prohibited Activities	<ul style="list-style-type: none">• Do not leave this equipment unattended while running• Never exceed drill bit size rated for drill as per owner manual
Steps to be taken to complete task safely:	
1	Inspect required personal protective equipment and replace if required
2	Put on all required personal protective equipment
3	Proper hearing protection must be worn at all times by tool user and bystanders
4	Be sure your body position allows you to have control of the tool at all times. Make sure your footing is secure
5	Control drill with both hands
6	Do not push hard on drill while drilling to prevent skating
7	Always remove tool from air supply and activate trigger to bleed airline before making any adjustments, changing accessories, or doing any maintenance or service on the tool.

Any document appearing in paper form is uncontrolled and must be compared to the electronic version.

	<p>If an emergency occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.</p> <p>REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY</p> <p>Housekeeping</p> <ul style="list-style-type: none"> • Ensure equipment is off • Place all materials in their proper storage areas • Ensure the equipment is safe, clean and tidy before you leave it
Responsibilities, Completion and Review	
<p><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></p>	
Completed by and Date: 1/20/2020	Approved by: Catherine Black, Dean - Trades
Last Reviewed / Revised by and Date:	Note: This task will be monitored periodically to ensure compliance and effectiveness.

Any document appearing in paper form is uncontrolled and must be compared to the electronic version.