**The Edge Portable Power Tool Induction: Electric Drill**

ACTIVITY 1: Key safety tips for safe working with portable power tools

Draw a line to match the safety tip with an explanation

Wear the correct PPE

(safety glasses, ear muffs, dust mask, footwear) Slips, falls and distractions cause accidents

Present yourself with safety in mind

(remove rings and jewellery, tie back loose clothes, long hair and beards) It’s there for your protection

Check the tool is in good condition

(reject frayed leads and damaged plugs, avoid blunt or broken tooling) Avoid tangle hazards

Prepare a tidy and safe work area

(remove loose material and debris, ensure stable footing) Shocks and shatters come from faulty equipment

ACTIVITY 2: Key safety checks for using an electric drill

Draw a line to match the checkpoint with what to look for

Completing the job Make all adjustments before plugging in (drill bit, hammer function).

Make sure any power leads do not make a trip hazard, and the workspace is clear.

During the job Check and avoid splits, knots and nails. Plan to avoid falling waste pieces.

Clamp the job securely at a convenient height.

Prepare the material Hold the drill firmly with both hands, avoiding moving parts and ventilation slots.

Allow the drill to come to speed, and apply load gradually. Avoid excessive force.

Before connecting to power Back the drill out to clear waste regularly. Avoid extended use and overheating.

Starting the job Back the drill out before turning off.

Allow to stop completely before putting the drill down. Avoid contact with hot bits.

ACTIVITY 3: Identify the important components of a cordless electric drill/ driver

Choose the correct name from the list to identify the key parts numbered in the picture.



------ Drill chuck (you must ensure bit is centered)

------ Torque adjustment (bigger number = more torque)

------ Gear selector (sets the maximum speed)

------ Speed Trigger (on/off)

------ Drill bit holder

------ Spirit level ( guides a straight hole)

------ Ventilation slots (must be kept clear)

------ Forward/ Reverse switch

1

7

2

8

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6

ACTIVITY 4: Identify the important components of an electric hammer drill/ driver

Choose the correct name from the list to identify the key parts numbered in the picture.



------ Drill chuck (you must ensure bit is centered)

------ Hammer selector (turns it into an impact driver)

------ Handle (for a firm grip)

------ Variable Speed Trigger (on/off)

------ Power cord (watch for tangles)

------ Chuck key (tighten bit firmly before removing)

------ Ventilation slots (must be kept clear)

**1**

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Activity 5: Demonstrating safe use of an electric drill

* Ensure correct PPE is being worn, and the tool is safe to use.
* Measure the bolt provided and choose the correct drill bit for the job
* Check the bit is undamaged and sharp before fitting into the chuck
* Prepare the workspace and clamp the workpiece in place with a wasteboard beneath
* Measure and mark the location of the hole
* Use the drill to make a clean hole, withdrawing the drill at least once during operation
* Check for fit
* Tidy up

Facilitator Observation:

I confirm that the observations made of the participant and active participation in this induction workshop demonstrated a satisfactory understanding, including competent and safe use of an electric drill.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participant Declaration

I declare the assessment above was my own individual work.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_