**The Edge Benchtop Power Tool Induction: Pedestal Drill**

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

Draw a line to match the safety tip with an explanation

Wear the correct PPE

(safety glasses, ear muffs, dust mask, footwear) It’s there for your protection

Present yourself with safety in mind

(remove rings and jewellery, tie back loose clothes, long hair and beards) Avoid tangle hazards

Check the tool is in good condition

(ensure safety guards are functional, avoid blunt or broken tooling) Shocks and shatters come from faulty equipment

Prepare a tidy and safe work area

(remove loose material and debris, ensure stable footing) Slips, falls and distractions cause accidents

ACTIVITY 2: Key safety checks for using a pedestal drill

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

Before starting the job Remove any trip hazards, clear the workspace and check stop switch location.

Insert the drill bit, tighten securely, and remove chuck key.

Set spindle speed to suit the cutter and material, if necessary.

Prepare the material Check and avoid splits, knots and nails.

Clamp the job securely at a convenient height, ensuring the bit will be clear of the support throughout the job.

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

Feed with care, especially as the bit breaks though the material

During the job Back the drill out to clear waste regularly. Switch off and stop completely to remove swarf.

Completing the job Back the drill out before turning off and allow to stop completely before removing work

ACTIVITY 3: Identify the important components of a pedestal drill

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

Activity 4: Demonstrating safe use of a pedestal 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. Remove the chuck key.
* Measure and mark the location of the hole
* Prepare the workspace and clamp the workpiece in place
* 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 a pedestal drill.

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

Participant Declaration

I declare the assessment above was my own individual work.

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