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| **SAFE OPERATING PROCEDURE**  **IMPACT HAMMER DRILL** | |
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| **DO NOT** use this machine unless you have completed the induction and a supervisor has given you permission | |
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| Safety glasses must be worn at all times in work areas. | Hair Protection circleLong and loose hair must be contained or restrained. |
| Foot Protection circleAppropriate protective footwear with uppers must be worn. | Hearing protection will be required when operating this machinery. |
| **Prohibition circleProhibition circle**Rings and jewellery must not be worn. | Description: Dust mask signA mask must be worn when excessive airborne dust is created. |

### **PRE-OPERATIONAL SAFETY CHECKS**

1. **Ensure this power tool has a suitable safe work area.**
2. **Examine the power lead and plug for obvious damage.**
3. **Do not use dull or damaged drill bits.**
4. **Check the selected drill bit is correctly fitted.**
5. **Faulty equipment must not be used. Immediately report suspect equipment.**

#### OPERATIONAL SAFETY CHECKS

1. **Do not connect to power source until all adjustments have been made.**
2. **Check that the power lead does not create a trip hazard and that it is well clear of the workpiece.**
3. **Examine the material to be drilled for splits, loose knots & nails, etc.**
4. **Select the correct sized drill bit. Tighten securely in the chuck.**
5. **Ensure the workpiece is secure & well supported in a convenient position for drilling.**
6. **The power drill must be held firmly with both hands to control operational accuracy and the rotational torque.**
7. **Keep hands and fingers well clear of moving parts. Avoid blocking & covering the motor ventilation slots with your hands.**
8. **Allow the drill to reach operating speed, then apply load gradually. Do not apply excessive force.**
9. **Back the drill bit out to clear away all waste.**
10. **Avoid prolonged use as this could overheat the motor.**
11. **Turn off after backing out the drill bit. Do not place the drill down until the bit has stopped rotating.**

#### HOUSEKEEPING

1. **On completion, Remove drill bit and leave the equipment and work area in a safe, clean and tidy state.**

## POTENTIAL HAZARDS

**◼ Moving, rotating & sharp parts ◼ Contact with bit ◼ Dusts ◼ Eye injury ◼ Noise ◼ Burns *(friction*)**

This SOP does not necessarily cover all possible hazards associated with the tool and should be used in conjunction with other references. It is designed to be used as an adjunct to teaching Safety Procedures and to act as a reminder to users prior to tool use.

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