



A.B.N. 43 009 438 073

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## OCCUPATIONAL SAFETY & HEALTH PROGRAMME

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### SAFE WORK INSTRUCTION

Task Operation: USE OF ELECTRIC DRILLS			Form SW 010 Rev A
Special Comments: This procedure is to be used with any operating manuals or training relevant to the tasks.			
ACTIVITY	HAZARDS	HOW TO DO IT	PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS
Steps in order of performance	Applicable to each step	Identify Equipment, Safety Quality and Performance Requirements	
Preparation	Electrocution Cuts	<ul style="list-style-type: none"> <li>Do not operate electrical equipment/leads in wet areas</li> <li>Ensure adequate lighting is provided at all times</li> <li>Ensure the electrical drill is correctly sized for the purpose</li> <li>Isolate from power and check power lead and machine for damage</li> <li>Ensure ELCB/RCD is connected and is at supply end of any lead</li> <li>Secure loose clothing and long hair</li> <li>Inspect bits for set and sharpness</li> <li>Position fence and/or guards at correct size and/or position</li> <li>Ensure current Inspection Tag is on equipment</li> </ul>	   
Operation	Electrocution Cuts Eye Damage Burns	<ul style="list-style-type: none"> <li>Connect to power outlet ensuring ELCB/RCD is tested before drill is activated</li> </ul> <p><b>In the event of a fault or abnormal action switch off machine and disconnect from power, attach an "Out of Service" tag and report to supervisor</b></p> <ul style="list-style-type: none"> <li>All power tools and associated leads should be kept away from water, including rain</li> </ul>	
After Use Care		<ul style="list-style-type: none"> <li>Coil and pack tool extension lead, and ELCB/RCD in their designated storage area</li> <li>Do not exert undue force when drilling</li> <li>Ensure drill stops before placing down</li> </ul>	