

# SAFE WORK PROCEDURES

## HAMMER DRILL

### SPECIAL INSTRUCTIONS:

1. Only those persons who have been instructed in the safe use of and who are authorised to do so are to operate power tools.
2. Ensure that all operators are familiar with the controls and use of individual tools, and that operator's manuals are available for perusal before use.

Task sequence	Identified hazards in task	Key processes to be followed	Precautions / PPE required
1. General precautions	Electric power tools Air powered tools Over-exertion/strain injury	Inspect lead and plug for damage; current test tag must be attached if used on site. Ensure that connection is clean and that hose connects securely to spigot. Ensure that T-handle is securely attached when using larger tools and drill bits.	Do not use if faulty or out of test.
2. Pre-start checks	Failure of tool in use	Check casing for damage, cracks and missing screws. Inspect chuck segments for wear, nicks or distortion, and ensure chuck is secure. Inspect drill bit – ensure that segments are not overly worn or chipped, and that drill stem is clean and undamaged. Use correct chuck key to tighten chuck – nip all positions to ensure chuck is tight.	Ensure controls operate smoothly. Replace or repair damaged chuck. Replace worn or damaged drill bits. Use file to remove nicks from stem. Keep chuck key with drill.
3. Operation	Over-exertion/strain injury  Slip, trip and falls  Dust, flying objects Noise  Electric shock, etc	Adopt comfortable posture when using drills – avoid bending where possible. Use leg or load support when using large drill to drill into walls, etc. Keep floor area clear of leads or hoses, and do not allow dust to accumulate. Provide sound working platform with fall prevention when working above ground. Suitable protective equipment must be worn when drilling stone, brick or concrete. Hearing protection will be required when drilling hard materials such as brick, stone or concrete or when using larger drills in all media. <b>Check for cables, conduits or pipes in or behind walls, etc, before drilling.</b>	Provide assistance where required with large tools or complex jobs. Keep work areas clear and clean. Always work from safe position. <b>Wear eye protection, P1 particulate dust mask, and hearing protection.</b> Keep hands clear of rotating drill bit. Locate all services before drilling.
4. Cleaning and maintenance	Electric shock Dust	Repairs to electric tools are to be carried out by a competent person only. Avoid breathing dust when cleaning or disassembling power tools. Use brush to remove dust – avoid use of compressed air when cleaning tools.	No unauthorised repairs allowed. <b>Wear P1 particulate dust mask.</b>
5. Storage and transport	Damage, exposure	Store tools in case provided or in clean secure area protected from weather. Store drill bits in a manner which will prevent damage to cutting segments.	Provide dry secure storage for tools.

### PRECAUTIONS:

The following precautions are to be observed in areas hammer these procedure are carried out.

