# Electric Drill

### WARNING: Do not use this machine unless a teacher has instructed you in its safe use and operation, and has given permission.

| **Potential Hazards** | | **Precautions** | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| * **Hair/clothing getting caught in moving machine parts.** * **Eye injuries.** * **Flying swarf and chips.** * **Sharp edges and burrs.** | | | | * **Do not use faulty equipment. Immediately report suspect equipment.** * **Using equipment with lapsed test tag** * **Do not use machine without guarding attached** | | | |
| Safety Icons 539 | Hair | | T:\ADMINISTRATION OH&S UNIT\Safety Symbols\%OH&S Safety Symbols Australian\Mandatory symbols\Eye & hearing.jpg | Foot |  |  | Safety Icons 551 |
| **Operational Safety Checks** | | | | | | | |
| * **Machine Startup checks** * Check workspaces and walkways to ensure no slip/trip hazards are present. * Ensure the chuck key (if used) has been removed from the drill chuck. * Check mains powered electrical equipment is fitted with a current electrical safety test tag. * Examine the power cord for damage.  Ensure you are familiar with the operation of the drill, including direction, speed & hammer controls  * Keep cords away from heat, oil, and sharp edges. * Always disconnect power drills when not using, before servicing or cleaning, and when changing accessory parts. * Always follow user’s manual specifications when operating power drills. * Secure work with clamps or a vice, freeing both hands to operate the equipment. * Keep your hands and fingers away from the rotating drill chuck and bit. * Never stop the rotation of the drill chuck or bit with your hands or fingers. * Feed the bit smoothly into the work. If the hole being drilled is deep, withdraw the bit frequently to remove swarf/shaving from the bit. * Never carry a power tool by the power cord. * Always disconnect power tools by pulling the plug from the outlet and not by pulling the power cord. * Keep your balance and proper footing when working, being careful not to overreach. * Don’t use power drill in damp or wet locations. * Do not leave drills on the floor. Place on a table/bench and/or in a tool case when not in use. | | | | | | | |

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|  | **(Print Name)** | **(Signature)** |  |  |
| **Student Name:** |  |  | **Date:** |  |
| **Class information:** |  |  |  |  |

**Copy and resize these safety icons onto front page as required**

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