

SAFE WORK PRACTICES

3.11 SAFE USE OF HAMMER DRILLS

Safe Work Practices:

1. Ensure workers using equipment have reviewed the manual or have been instructed on proper use.
2. Ensure all equipment is maintained regularly according to operating guidelines.
3. Ensure all workers and those in the working area wear the proper P.P.E in accordance with the standard nature of work. ie: hard hat, safety goggles/face mask & ear plugs to prevent injury.
4. Ensure equipment is not used in a dangerous environment such as damp or wet areas, exposed to rain or flammable substances.
5. Keep work area clean.
6. Equipment should be locked up to ensure it is not accessible by untrained individuals.

Procedures:

1. Inspect area being worked in to ensure you avoid drilling into live electrical wires or gas lines.
2. Use clamps or other practical ways to secure and support the work piece.
3. Ensure tool is not plugged into power source when making adjustments or changing accessories.
4. Position power cord so it is clear of rotating parts and in a position where no one will trip on it.
5. Position yourself to avoid being caught between the tool or side handle and wall or posts.
6. Hold tool by insulated grips/handles in order to maximize control over torque created by the tool in use.
7. Check for misalignment or binding of moving parts, cracked parts or accessories.
8. Ensure bits, etc., are sharp.
9. Do not use tool if switch does not turn on or off, until repaired.
10. Do not force the tool and if the bit becomes bound in the work piece, release the trigger immediately, reverse the direction of rotation and slowly squeeze the trigger in order to back out the bit. Be ready for a strong torque reaction.
11. When job is finished, remove bit from tool, avoiding skin contact as the bit may be hot.
12. Store unused tools in secure place to ensure they are not used by untrained individual.