TASK	Drill					
HAZARDS	Flying debris	☒	Heat / cold	☒	Electricity	☒
	Cuts / laceration	☒	Dust	☒	Rollover	☐
	Pinch / crush	☐	Noise / vibration	☒	Plant interaction	☐
	High pressure	☐	Other:	☐	Other:	☐
PPE REQUIRED						

PRE-START CHECKS

1. Ensure the drill is clean and free of any damage.
2. Check for worn or damaged parts.
3. Ensure the work area is clean and free of any hazards.
4. Confirm adequate lighting is available.
5. Select the correct drill bit for your material and task.
6. Inspect drill bits for sharpness and damage.
7. Ensure you have the appropriate personal protective equipment (PPE).
8. Tie back loose clothing, jewellery or hair.
9. Use clamps or a vice to securely hold the material in place.
10. Ensure the drill is properly and safely plugged in or that the battery is fully charged for cordless drills.

SAFE OPERATING PROCEDURE

1. Stand in a stable position where you have control of the drill and are not overreaching.
2. Turn on the drill only when you are prepared to begin your work.
3. If possible, use both hands to operate the drill, keeping one on the handle and the other supporting the drill's body for stability.
4. Apply steady pressure when drilling; avoid forcing the drill too hard or too fast into the material.
5. Adjust the speed according to the material being drilled and the diameter of the hole.
6. Slow down as you approach the end of the drilling process to avoid damage or injury when the bit breaks through the other side.
7. Allow the bit to cool down before touching it after use, as it can become very hot.

POST-OPERATION PROCEDURE

1. Turn off and unplug the drill (or remove the battery if cordless) when the task is completed.
2. Clean the drill and bits of any debris and wipe down the equipment.
3. After cooling, inspect the drill and bits for wear or damage.
4. Properly store the drill, bits, and any other accessories in a dry, secure location.
5. Report any malfunction or damage to responsible party for maintenance or repair.
6. If required, document the completion of the task and any issues encountered for future reference.