

SOP (HAMMER DRILL)

SS-WHS-SAF-000

Authorised By:

Rev 1 [Publish Date]



TASK	Hammer Drill					
HAZARDS	Flying debris	<input checked="" type="checkbox"/>	Heat / cold	<input checked="" type="checkbox"/>	Electricity	<input checked="" type="checkbox"/>
	Cuts / laceration	<input checked="" type="checkbox"/>	Dust	<input checked="" type="checkbox"/>	Rollover	<input type="checkbox"/>
	Pinch / crush	<input type="checkbox"/>	Noise / vibration	<input checked="" type="checkbox"/>	Plant interaction	<input type="checkbox"/>
	High pressure	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
PPE REQUIRED						

PRE-START CHECKS

1. Examine the tool for any visible damage or defects.
2. Ensure the cord (if applicable) and plug are in good condition. For battery-operated models, check that the battery is charged.
3. Verify that the chuck and any safety guards are tight and properly positioned.
4. Choose a drill bit that is appropriate for the material and size of the hole.
5. Check the condition of the drill bit, ensuring it is sharp and undamaged.
6. Clamp down or securely support the material being drilled to prevent movement.
7. Ensure a clean, debris free, dry, and well-lit work area.
8. Tie back loose clothing, jewellery or hair.

SAFE OPERATING PROCEDURE

1. Firmly hold the hammer drill with both hands (when possible) to maintain control.
2. Plug in the drill (for corded models) or ensure the battery is securely attached (for cordless models).
3. Turn on the drill and allow it to reach full speed before drilling.
4. Position the drill bit at the desired drilling point.
5. Apply steady pressure in a straight line with the bit. Do not force the drill into the material; let the drill do the work.
6. Ensure you know the depth you need to drill to avoid drilling too deeply. Consider using a depth stop if available.
7. Adjust the drill's speed and torque settings according to the hardness of the material and the size of the drill bit.
8. Periodically withdraw the drill bit from the hole to clear debris and allow the bit to cool down.

POST-OPERATION PROCEDURE

1. Turn off and unplug the hammer drill (or remove the battery if cordless).
2. Wait for the drill bit to cool down before removing it from the chuck. Store the bit properly.
3. Wipe down the hammer drill, removing any debris and dust from the tool.
4. Conduct an inspection for any damage that might have occurred during use.
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.