

The Hearth Workshop







Standard Operating Procedure

MAINS CORDED DRILL



DO NOT use this machine unless you have been instructed in its safe use and operation and have been given permission

Personal Protective Equipment and Clothing

-  Safety glasses must be worn at all times in work areas.
-  Long and loose hair must be contained.
-  Hearing protection must be worn.
-  Dust mask or other appropriate respiratory protection must be worn
-  Close fitting/protective clothing must be worn.
-  Rings and jewellery must not be worn.

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Double check the condition the drill has been left in, including but not limited to: the power supply, the cord, the switch and other controls, the handle, and the chuck.
- ✓ Once connected to the mains, ensure that the power cord is slack, and that it is not going to become an issue during use (entanglement, obstructing walkways, etc.)
- ✓ Fully understand and map out the task you wish to accomplish.
- ✓ Ensure that you are using the correct drill bit and drilling speed.
- ✓ Check that the bit is installed tightly within the chuck.
- ✓ Always make sure to wear the relevant PPE associated with the drill.
- ✓ If you are in any way unsure of any of the above steps, always reach out for a second opinion.

OPERATIONAL SAFETY CHECKS

- ✓ Be sure to secure your project with a vice/clamp before use.
- ✓ Before making contact with any project with the drill, ensure that the bit does not wobble during use.
- ✓ Keep your hands clear of both the project and the drill bit during rotation.
- ✓ On deeper use, be sure to back off the project regularly to clean the bit and allow it to cool.
- ✓ Be aware of any unusual feedback from the drill (strange noises, wobble, etc.)
- ✓ Turn off the drill before changing the bit or altering the speed setting.

ENDING OPERATIONS AND CLEANING UP

- ✓ Switch off machine and perform another visual check, ensuring that no alarming wear and tear has taken place.
- ✓ Disconnect the drill's power source.
- ✓ Once the bit has cooled, remove it safely.
- ✓ Ensure that the drill is put away neat and tidy.
- ✓ Clear away any waste created during use and dispose of it properly.

DON'T

- ✗ Do not use faulty equipment. Immediately report suspect machinery.
- ✗ Do not neglect to use the proper PPE, regardless of the job at hand.
- ✗ Do not leave tools unattended.
- ✗ Do not use the drill without ensuring that everybody present is wearing the relevant PPE.
- ✗ Never use the drill if you are under the influence of medication that can cause drowsiness or other side effects which could impair your motor skills.
- ✗ Do not allow anybody else to operate the drill if they are not briefed in it's safe use.
- ✗ Never operate a mains cored drill in a wet environment.

POTENTIAL HAZARDS AND INJURIES

- ⓘ Hearing related injuries from loud noise.
- ⓘ Cut/abrasion/puncture injury from coming into contact with the drill bit during use.
- ⓘ Clothing can become entangled in the drill during use.
- ⓘ Potential burn related injuries if the drill bit is handled before it has cooled.
- ⓘ Exposure to heat, dust, and potential projectiles during use.
- ⓘ The tool can be a potential electrical hazard if not maintained and handled properly.
- ⓘ Increased chance of electrical injury if operated in a wet environment.
- ⓘ Potential tripping hazard if the cord is not handled mindfully.

This Standard Operating Procedure does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use. Users acknowledge that improper use of equipment increases their risk of harm and that this is a decision they make. Anyone found to be using equipment incorrectly will have their usage rights removed pending a re-induction on the safe use of the equipment; this may incur a charge of £10 for each induction.

A*	For use by Lead Makers and trained staff only. Use by anyone else is strictly prohibited.	A	For use by adult members (18+) who have received and signed the specific induction package. No Lone Working.
B	For use by adult members (16+) who have received and signed the specific induction package. Lone Working Permitted.	C	For use by all members (6+) under the supervision of adult members/Lead Makers who have received and signed the specific induction package. Adult Lone Working Permitted