

SAFE WORK PRACTICES DRILLS

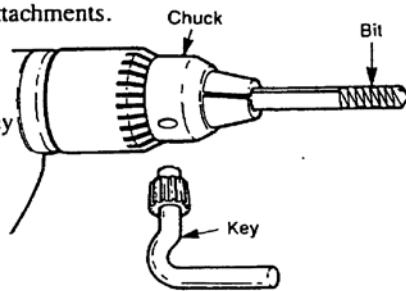
**This information does not take precedence over OH&S. All employees should be familiar with the Saskatchewan Employment Act and the OH&S Regulations.*

- WEAR safety glasses or a face shield.

CHECKLIST

DO:

- KEEP drill vents clear to maintain adequate ventilation.
- KEEP drill bits sharp at all times.
- KEEP all cords clear of the cutting area during use.
- DISCONNECT power supply before changing or adjusting bit or attachments.
- TIGHTEN the chuck securely. Remove chuck key before starting drill.



- SECURE workpiece being drilled to prevent movement.
- SLOW the rate of feed just before breaking through the surface.
- DRILL a small pilot hole before drilling of large holes.

DO NOT:

- DO NOT USE a bent drill bit.
- DO NOT EXCEED the manufacturer's recommended maximum drilling capacities.
- DO NOT USE a hole saw cutter without the pilot drill.
- DO NOT USE High Speed Steel (HSS) bits without cooling or lubrication.
- DO NOT REACH under or around stock being drilled.

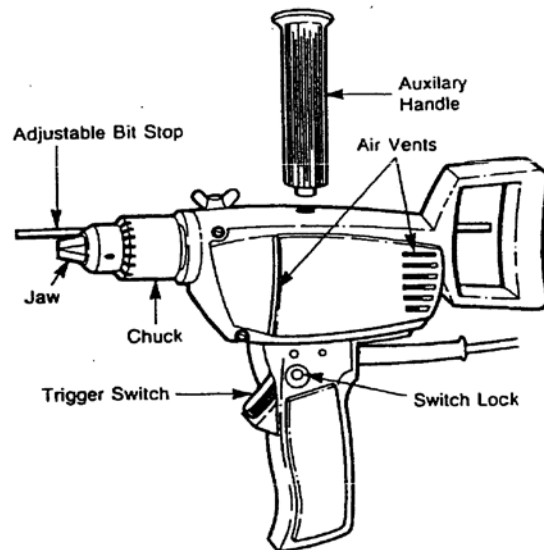
- DO NOT OVERREACH. Keep proper footing and balance at all times.

WORKING WITH SMALL PIECES

- CLAMP stock so work will not twist or spin.
- DO NOT drill with one hand while holding the material with the other.

CHOOSING THE PROPER BIT OR ATTACHMENT

- SELECT the bit or attachment suitable to the size of the drill and the work being done.
- USE only bits and attachments that turn true.
- ENSURE that the bit or attachments are properly seated and tightened in the chuck.
- FOLLOW manufacturer's instructions when selecting and using a bit or attachment, especially with unfamiliar drills or work.



- USE auxiliary (second) handle for larger work or continuous operation.