

Safe Operating Procedure - Plant and Equipment

SOP Name	Drills	SOP # 007
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DO NOT use this plant/equipment unless your Supervisor has instructed you in its Safe use and operation, and has given you permission to use it.

Potential Hazards and Risks	
1. Shock hazard.	4.
2. Friction burn hazard.	5.
3. Stabbing or puncture hazard.	6.

Personal Protective Equipment (PPE) requirements			
 Ear , eye and head protection must be worn	 Protective footwear must be worn	 Wear high visibility jacket	 Turn off when not in use

Pre-Start Safety Checks
1. Ensure condition is good and lead is undamaged and tagged.
2. Ensure that what you are drilling into does not have power cables, gas lines or water piped within it.
3. Ensure the correct drill bit is used for the material you are drilling into.
4. Ensure that men at work signs are erected where required.
5. Ensure drill bits are sharp and good for use.
6.

Operational Safety Checks
1. Ensure that drills does not become stuck in the material being drilled.
2. Do not overload drill by pushing too hard.
3. Keep hands and body parts away from moving parts of the drill.
4.
5.
6.

Stopping and Clean-up Instructions
1. Ensure drill hasn't become damaged during use.
2. Switch off power before removing drill bit and storage.
3. Wipe down drill and ensure it is stored properly.
4. Put away drill bits and store safely.
5.
6.

Date reviewed	14/09/16	Reviewed by	Shaun Sutherland
Position held	Health and safety officer	Signature	Shaun Sutherland