



SWP - 06

HISTORY WITH A FUTURE

Protective Equipment		Stages Action - Brief description of what to do in the right order	Hazards Applicable to each stage	Key Points How to do it - identify equipment, safety, quality and performance requirements	Protective Equipment Required
1		MAINTENANCE CHECKS (BEFORE USE)	CUTS ABRASIONS	Check machine for any damage. Check power lead for any damage. Check Residual Current Device (RCD) for damage. Note: Any faults, attach "Out of Service Tag" and report it to Infrastructure Manager.	2 3 11 12
2		USING ELECTRIC DRILL	STRAINS CUTS ABRASIONS ELECTRIC SHOCK FOREIGN PARTICLES	Conduct Work Safe Check. Warm body by performing warm up and stretching exercises. When using for prolonged time periods, or awkward positions have frequent rest breaks or rotate workers. Connect electric drill to suitable power outlet ensuring that a Residual Current Device (RCD) has been connected. Choose required twist drill and place in chuck and tighten with correct chuck key. Select hammer on (concrete masonry etc) hammer off (timber, steel etc), ensure that the drill is set for correct rotation. Select required r.p.m. if applicable. Ensure that you are comfortably balanced. The electric drill is to be firmly grasped by one or two hands, depending on whether it has the second grip fitted. Start the electric drill. It is advisable to operate the drill using the second grip as it can help to prevent the drill from twisting when or if it jams. If the drill jams, use reverse (if fitted). When changing bits, allow to cool. Once the hole/s have been drilled switch off machine and when it has stopped rotating lay it down in a convenient and safe place. Note: Any faults, attach "Out of Service Tag" and report it to Infrastructure Manager.	1 2 3 5 11 12
3					
5					
11					
12					
		AFTER USE CARE		Once task has been completed store in safe area.	