



Safety Rules: Bench / Pedestal Drill Operation

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1

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Purpose

This document outlines the rules for the safe operation of small bench or pedestal drill.

Scope

This document applies to all authorised maintenance workers, deemed competent by their supervisor.

Overview

For the purpose of this document, bench drills are drilling machines which are belt driven and have neither power feed nor chuck greater than 12mm.

Training

Supervisors shall arrange for maintenance workers to be trained in the safe and correct operation by a person experienced in bench / pedestal usage and with reference to the Manufacturer's Instruction booklet.

Rules

1. Operators **must follow the operating procedures outlined in the Manufacturer's instruction booklet.** The Manufacturer's Instructions must be kept with the equipment.
2. PPE to be worn: Safety glasses or full-face shield, safety boots, hearing protection.
3. All long sleeves and loose clothing to be secured before use.
4. Long hair to be secured back in ponytail or hair net.
5. Chuck to be stationary before handling to remove or place drill bit.
6. Drill bit to be tightened and removed using the chuck key.
7. Remove chuck key before starting drill
8. Items to be drilled smaller than 300mm in length to be secured in drill vice.
9. Keep hands clear of revolving parts when in operation.
10. Do not use drill bits greater than 25mm diameter.
11. Drill bench to be kept clear of excessive shavings.
12. Drill to be stopped before accessing pulleys to change speed.
13. Pulley cover to be closed before starting drill.
14. Use appropriate manual handling techniques – do not bend and twist the back, use the legs. Take regular rest breaks. Remember, vibration can also cause manual handling injuries.