








UC SANTA BARBARA Environmental Health & Safety Design, Facilities & Safety Services		Procedure No.: SS-PDRL
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**WARNING!** Do not use this machine unless an instructor or shop supervisor has instructed you in the safe use and operation and has authorized you to operate this equipment!

Equipment/Machine:	POWER DRILL
Make/Model Number:	
Description of Work:	Using a power drill.
<b>Potential Hazards:</b> Exposed moving parts and electrical hazard with the potential to cause harm through entanglement, exposure to heat, dust, projectiles and sharp objects.	

Personal Protective Equipment (PPE) Required (Check the box for required PPE)						
						
Gloves	Face Masks	Eye Protection	Hearing Protection	Safety Footwear	Protective Clothing	Welding Mask
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Safe Work Procedure Checklist:
<p><b>1. PRE-Operation:</b></p> <ul style="list-style-type: none"> <li>Task (e.g. Drawings, instructions, specifications etc) is clearly understood.</li> <li>Drill bit is tight in chuck and chuck key has been removed (if applicable).</li> <li>Work piece is secured.</li> <li>Correct drill speed has been set.</li> <li>Where necessary, depth stop for drill has been set or wood to be drilled is rested on scrap.</li> <li>Correct bit has been selected for material being drilled.</li> <li>Identify ON/OFF switch and emergency stop button.</li> </ul> <p><b>2. Operation:</b></p> <ul style="list-style-type: none"> <li>Check that drill bit runs 'true' and does not wobble.</li> <li>Keep hands clear of work piece and away from rotating tool.</li> <li>Back out frequently on deep cuts to clean and cool drill bit.</li> <li>Turn off drill before speed settings or bit is changed.</li> <li>Exercise caution when removing hot drill bit.</li> </ul> <p><b>3. POST-Operation:</b></p> <ul style="list-style-type: none"> <li>Switch off drill before removing waste material from the drill table.</li> <li>Make sure good housekeeping practices are in place to minimize dust build-up.</li> <li>Return clean drill bit to drill rack and clamps to their storage area.</li> </ul>