

## POWERED HAND DRILL SAFETY

The following safe work practices will help you avoid injuries when using a hand drill.

### Pre-Operation Inspection and Set Up

- Wear safety glasses and other appropriate personal protective equipment.
- Disconnect the plug from the power source or remove the battery pack from the drill before inspecting, adjusting, cleaning or repairing it.
- Inspect the drill and power cord for damage prior to each use. Check the drill for misalignment or binding of moving parts.
- Select a drill bit suitable for the size of the drill, for the material to be drilled (e.g. wood, masonry, metal, etc.) and the work being performed.
- Ensure the drill bit is in good condition, sharp and clean.
- Ensure the bit is properly seated and tightened in the chuck.
- Ensure the chuck key is removed from the chuck.



### Operation

- Check the material/stock for any defects such as knots and foreign objects such as nails, staples or screws.
- Inspect the work area for other possible hazards.
- Secure the material/stock to be drilled to prevent movement. Clamp small pieces so they do not twist or spin.
- Hold the drill by the insulated gripping handle. Use an auxiliary handle for larger work or continuous operation.
- Do not overreach. Keep proper footing and balance at all times.
- Keep your hand/fingers away from the turning bit.
- Keep all electrical cords clear of the turning bit.
- Drill a small pilot hole before drilling a large hole.
- Use the recommended speed for the material you are drilling. Slow the rate of speed just before breaking through the material.
- Be aware of sawdust and debris from drilling.
- When finished, unplug the power cord or remove the battery pack, remove the drill bit and clean up the debris.

### Post-Operation

- Clean and store the drill and accessories in a secure place.
- Address any safety and maintenance issues.

### More Information

**Yale Environmental Health and Safety:** AED, CPR, First Aid Training (<http://bit.ly/1SEvAR4>)

**OSHA: Hand and Power Tools:** (<https://www.osha.gov/Publications/osa3080.pdf>)

**NIOSH: Self-Inspection Checklist:** (<https://www.cdc.gov/niosh/docs/2004-101/chklists/r1n50p~1.htm>)