Drill/Driver/Screwgun Operation

Facility:	Written By:	Approved By:	Date Created:	Date of Last Revision

Hazards Present:	PPE or Devices Required:	Additional Training Required:
Exposed Attachments-Cuts, Laceration,	Eye Protection	
Entanglement	Hard Hat	
Electrical Shock	Hearing Protection	
Noise	Safety Footwear	
Projectiles in Eyes		
Particle Inhalation (possible toxicity)		
MSI- Back/Wrist Injury		

- 1) Read and understand the manual that accompanies your drill/driver/screwgun.
- 2) Don personal protective equipment before beginning the task. Ensure clothing fits appropriately.
- 3) Inspect work area. Remove tripping hazards, garbage, cutoffs, etc. Ensure sawhorses or other portable support are stable and in good condition. Lighting must be adequate.
- 4) Ensure the tool is unplugged or battery removed. Inspect the following for defects: cord, switch, body, chuck. If defects are identified, tool is to be red tagged and locked out. Notify supervisor for maintenance. Only qualified personnel may perform maintenance.

## For drilling:

- Ensure attachment is appropriate for the material being drilled, e.g. wood, metal, tile, masonry; and that it is sharp and has a straight shank.
- Ensure all components of hole saws, core cutters, and similar tools are in good working condition.
- Keep both hands firmly on the tool and use clamps to secure work.

## For fastening:

- Ensure bit is correct for the fastener, and the fastener is correct for the job.
- Ensure bit is in good condition. Dull bits are more likely to cause slips.

For special attachments (sanding discs, honing stones, mixers, etc.):

- Appropriate PPE (eyewear, respirator) should be worn if any airborne particles will be created.
- Maintain dry footing when mixing in tubs to prevent electric shock or slips. Wear PPE appropriate to product being mixed (e.g. organic respirator for epoxies).
- 5) Plug in cord or install battery and start the tool. Check that attachment is running true.
- 6) Perform work with firm footing and clear view of the tool. Be alert for conditions which could cause binding and loss of control of the tool.
- 7) When finished, disconnect the tool from the power source. Clear work area of debris.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

## REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:	This Safe Work Procedure will be reviewed any	
MB Workplace Safety & Health Act & Regulations:	time the task, equipment or materials change	
2.1 Safe work procedures	and at a minimum of every three years	
6.13(1) Eye and face protectors	Reviewed By WSH Committee:	
6.15(1) Respiratory Protective Equipment		
Part 8 Musculoskeletal Injuries		
Part 9 Working Alone		
12.4 Hearing Protection	Date:	
16.4 Machine and Tool Safety		
16.14 Lockout		
16 25(1) Hand Power Tools		