

Powered drills >

This information bulletin provides information on the safe use of power drills. This bulletin should be read in conjunction with the bulletins on "Working with Electricity" – 05 series.

When using powered drills

Remember that different powered drills are designed for different jobs. Always choose a drill that is suited for the nature of the work to be done. Never use a drill designed for light work, such as simple jobs around the house, to do a heavy professional job.

WEAR	safety glasses or a face shield.
NEVER	wear gloves when working close to rotating pieces of machinery.
ALWAYS	ensure the drill is connected through a Residual Current Device.

When drilling small pieces of wood, metal or plastic:

HOLD	the job in a clamp so that it will not twist.
NEVER	drill with one hand while holding the job with the other.

Choose the right bit or attachment for the job:

CHOOSE	the bit or attachment that suits the size of the drill and the job to be done.
USE	only bits and attachments which turn smoothly - do not use bits or attachments which wobble or vibrate.
MAKE SURE	that bits and attachments are properly seated and tightened in the drill chuck.
FOLLOW	the manufacturer's instructions when choosing and using a bit or attachment. This is important if you are using a drill you have not used before or are doing a job you have not done before.

Always

TIE UP	long hair so that it will not get caught in the drill bit.
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putting safety first >



WEAR	tight clothes or button up or tuck away loose clothing.
DISCONNECT	the drill from the power supply before changing or adjusting bits or attachments.
KEEP	air vents in the drill free of dust, oil and wood, plastic or metal scraps so that the drill motor is well ventilated and will not overheat.
KEEP	the drill bits sharpened to the correct cutting angle required for the material being drilled.
KEEP	all electrical cords away from the bit or attachment while you are drilling.
TIGHTEN	the chuck well. Take the chuck key out before you start the drill - it could fly out and blind you.
REDUCE	pressure on the drill just before breaking through the other side of the piece you are drilling.
DRILL	a small pilot hole to act as a guide before drilling a large hole.

Never

NEVER	use a bent drill bit - it reduces your control of the drill.
NEVER	exceed the manufacturer's recommended loads or drilling capabilities of a drill.
NEVER	use high speed steel drill bits without cooling or lubrication.
NEVER	use a hole saw cutter without the centre pilot drill bit.
NEVER	reach under or around the workpiece while you are drilling.
NEVER	stretch to get at the workpiece. Keep a proper footing and balance.

Six steps to safety

There are six basic rules you should follow when using hand tools and portable power tools. If you follow these rules you will reduce the risk of accident or injury.

- 1) Choose the right tool for the job and use it correctly.
- 2) Keep tools in good condition.
- 3) Keep tools in a safe place and away from children.
- 4) Reduce workplace hazards – such as slippery floors – in the work area.
- 5) Make sure that people using tools have been properly trained and are supervised.
- 6) Wear personal protective equipment – goggles, face shield, ear muffs, gloves – where necessary.

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