SAFE OPERATING PROCEDURE

Task/Equipment description: **HAMMER DRILL**

Hammer drill

Potential hazards:

- Moving, rotating and sharp parts
- Pinch and squash
- Slips, trips and falls
- Excessive noise
- Dust and fumes (including crystalline silica)
- Eye injuries
- Loss of control of equipment
- Ejected material
- High pressure air hose couplings
- Manual handling – including vibration, duration and excessive force

Do not use this equipment unless you have been trained in its safe use and operation

Required Personal Protective Equipment (PPE)

	Face mask (specify type)	Appropriate footwear	Eye protection	Hearing Protection
as required	☐	☐	☐	☐

Other PPE (describe): The manufacturer's manual is to be used to develop specific precautions and PPE relevant to specific tools or machine.

ALWAYS

- Obtain training and instructions in the safe and proper use of the power tool
- Check the following clothing for safety hazards and take appropriate action: Fasten any loose clothing and tie apron cords or straps at the back. Remove any jacket or coat and any tie. Roll up shirt sleeves above the elbows or fasten them securely at the wrists. Do not wear finger rings, watches, bracelets or necklaces
- Make sure both hands are free to operate any tool
- Wear appropriate Personal Protective Equipment as listed above
- Wear solid firm safety shoes which provide adequate protection for the feet.

NEVER

- Never operate power tools in wet or damp conditions

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- Never use defective equipment. Report it to the supervisor

Safe Operating Procedure:

1. Pre-Operation – Safety Checks
   - Ensure all components, attachments and guards are secure before starting.
   - Know the best way to do the job. Review any operational procedures.
   - Be aware that this power tool is designed to create severe vibration. The hands, arms and legs will quickly tire. Take regular breaks.

2. Operation – Safety procedure
   - Always use two hands. Ensure you have a firm footing and are always ready to handle any reaction the tool may make.
   - Operators should be prepared to brace themselves against the high level of torque exerted by the tool.
   - Apply slight pressure on the tool. Pressing very hard will not increase efficiency. Stop operation if the tool bounces around uncontrollably.
   - **Do not** touch the bit immediately after operation. It may be extremely hot.
   - **Do not** operate this power tool at no-load unnecessarily.
   - To stop the drill, release the handle grip switch. Turn off and disconnect after use.
   - Never leave this power tool unattended.

3. Post-Operation – Housekeeping
   - Clean down the power tool and return it to its storage position.
   - The cutting bits / blades should be fully protected when the power tool is on the work bench or when being stored.
   - Look for cracked or damaged casing, loose or missing screws, or blocked ventilation slots.
   - Never use a defective power tool. Report it to your supervisor.
   - Never operate the battery charger with a damaged cord or plug.
   - Do not allow anything to cover or clog the charger vents.
   - Be aware not to operate the charger anywhere near water.

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