Tool Safety

eSafetyLine

Hand Drill Safety

Used primarily for boring holes in nearly any material, the electric drill can also be used for a variety of other tasks, by using a number of accessories and attachments. These include sanding, screw driving, grinding, and mixing paint to name a few. There are many different types of electric drills that can be run on electricity or battery powered. In drills, size matters, the bigger the chuck capacity, the larger the motor. As the power increases, the drill will run slower to give greater torque or turning power needed to drill larger holes in steel or masonry. Depending on the purpose for which it was designed, a drill can be single speed, have two or three pre-set speeds, or have a variable speed function. Variable speed is important if using the drill to drive screws, and a reversing function allows the user to remove screws as well.

When using a hand drill all the basic safety rules still hold; wear the proper PPE, check electrical cord for fraying or wear, disconnect the drill before changing the bit or cleaning. Some safety tips that are specific for drills have much to do with the movement involved in the drill. Before using the drill check the following

- Whatever is to be drilled should be clamped down to prevent movement while drilling. This is important because the drill should be held with both hands when in use.

- The drill should be disconnected before installing bits. Before drilling, turn the drill on to be sure that the bit is centered and running true.

- Remove the bit from the drill as soon as the work is completed. This removes any chance of drilling a body part if the drill is accidently turned on.

- Tighten the drill bit by rotating the chuck key to all three holes in the chuck. This will help to keep the drill bit centered during use.

- Use moderate even pressure to the drill while drilling. If excessive pressure is required to make the bit cut then the bit is dull and needs to be sharpened.

On 3 January 2001 an employee of a landscaper was drilling a hole in the handle of a pair of pruning scissors. The portable drill was clamped to the edge of a table with a vise. The employee held the pruning scissors with both hands while drilling the hole. The glove on his left hand was caught in the moving drill bit and pulled off his small finger. He was taken to the hospital where he stayed for several days.

Discussion Questions

Why should a drill be clamped down during use?

How could the employee have avoided the finger amputation?

MEETING / TRAINING
ATTENDANCE ROSTER

COMPANY: _____ _____ **SAFETY MEETING**

JOB/DEPT: _____ _____ **SAFETY TRAINING**

DATE: ____/____/_____ **TIME:** _____

TOPICS ADDRESSED: _____

_____

EMPLOYEE'S SIGNATURES

_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____

EMPLOYEE SUGGESTIONS AND RECOMMENDATIONS: _____

_____

_____

ACTION TAKEN: _____

_____

_____

_____ _____/_____/_____

Supervisor's Signature **Date**

_____ _____/_____/_____

Safety Coordinator's Signature **Date**