

No job is more important.



Safety Alert

N^o.4 1998

PORTABLE DRILLS

Several accidents resulting in injury have occurred during the operation of portable drilling equipment. One employee received serious hand injuries when his hand became trapped in a magnetic base drill.

Any employer requiring an employee to operate drilling equipment must ensure the safety of the employee. In order to reduce the risk of fire, electric shock and personal injury, basic safety precautions must always be followed when electric drilling equipment is used. These precautions include the following:

- Before using drills, employers must ensure that operators are familiar with their operation.
- Make sure the power source to which the drill will be connected is fitted with an approved earth leakage device to prevent electric shock.
- Be aware of the manufacturer's instructions for maintenance scheduling. Make sure that regular in-service inspection and testing of equipment is carried out in accordance with good industry practice and any legislative requirements.

Reference (portable appliances):

Australian/New Zealand Standards AS/NZS 3760 – 1996 — *In-service Safety Inspection and Testing of Electrical Equipment.*

Australian/New Zealand Standards AS/NZS 3012 – 1995 — *Electrical Installations: Construction and Demolition Sites.*

- Consider the work environment where drilling is to take place. Do not use the drill in damp or wet locations. Keep the work area well lit and do not operate near flammable liquids or in gaseous or explosive atmospheres.
- Make sure that the work area is clean and free of potential hazards.
- Select the right attachment. Use the drill and the accessories within the parameters for which they were designed.
- Use protective equipment. Do not wear loose clothing or accessories. Wear protective hair covering to contain long hair.
- Make sure that eye protection is provided and worn at all times.
- Use clamps or a vice to secure work where appropriate.

- When using magnetic attachments, provide a means to support the drill in position until the magnetic device is activated.
- Always maintain drills and accessories in accordance with the manufacturer's specifications so that they are safe and operate efficiently.
- Switch off and remove the electrical source when the drill is not in use and/or when changing accessories.
- When manually adjusting parts or aligning the drill/bit or removing debris, make sure the drill is turned off.
- Store tools when they are not being used. Idle tools should be checked before they are used again.

For further information phone the Workplace Standards Authority Helpline on **1300 366 322**.

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