

SAFE SYSTEM of WORK HAND DRILL

The following Safe System of Work has been devised after due consideration to the points stated in the Health & Safety Manual (section 07)

1. Capabilities – Only to be used by trained staff or qualified
2. Task Sequence –
 - a. check that the machine switches on and off, and the Chuck is in good condition.
 - b. Check the drill bits and accessories are in good condition.
 - c. Align the work clamp small items.
 - d. Select the correct setting and drill the item.
 - e. Clear and clean the work surface when done.
3. Safety Precautions –
 - a. Check the availability of Glasses, goggles etc.
 - b. Check that overalls are available.
4. Communication – Inform the operatives of exactly what is required of them, the use of drawings, sketches and other instructions to be used as applicable.
5. Feedback – Analyse any previous recorded drilling problems and / or related accidents / incidents etc.
6. Considerations
 - i. The operatives have no known physical attribute defects that could impair their use of the machine.
 - ii. Goggles, overalls and machine maintenance are adequate.
 - iii. The equipment has been PAT tested and regular checklists are in place.
 - iv. Alternative methods are not applicable.
 - v. Alternative articles and substances are not applicable.
 - vi. The area is clear and tidy of any obstructions.
 - vii. Drawings, sketches, instructions etc. and supervision are adequate to accomplish the task.
 - viii. Directors are empowered to change this System of work as, and, when deemed appropriate.
7. Other pertinent matters –
 - i. There is no necessity for specialists or specialised equipment for this task.
 - ii. There is a potential for noise distraction to operatives & staff in other departments. In this case they will be informed. The potential for noise can be alleviated by the use of ear defenders.
 - iii. The effect of other person's jobs and / or activities is not applicable.

This Safe System of Work is liable to change, and amendment as circumstances dictate.