SAFE WORK PROCEDURE

Hammer Drill

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LOCATION: Industrial Arts
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APPROVED BY: School Principal
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PHOTOS

<table>
<thead>
<tr>
<th>Photo 1</th>
<th>Photo 2</th>
<th>Primary Risk Area</th>
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PERSONAL PROTECTION EQUIPMENT (PPE)

<table>
<thead>
<tr>
<th>Safety glasses or face shield must be worn at all times while operating equipment.</th>
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<tbody>
<tr>
<td>Approved N95 dust mask required.</td>
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<tr>
<td>Appropriate footwear must be worn. Shoes must be fully enclosed. No open-toed shoes.</td>
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<tr>
<td>Close fitting/protective clothing must be worn. Remove strings hanging from pullovers/sweaters.</td>
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<tr>
<td>Rings and jewelry (long necklaces/bracelets, etc.) must not be worn. Long and loose hair must be tied back</td>
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<tr>
<td>Hearing protection must be worn when using this machine.</td>
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HAZARDS PRESENT

- Lacerations, abrasions, cuts, amputations
- Foreign materials in concrete
- Dust/debris irritation
- Musculoskeletal Injuries
- Noise
- Electrical Shock

ADDITIONAL REQUIREMENTS

- Equipment orientation
- Read & understand general safety procedures
- Read & understand safety procedures for metal working machines
- Instructor supervision is required
- Never leave machine running unattended
- Use tools only for their intended purpose
DO NOT use this machine unless a teacher has instructed you in its safe use and operation and has given permission.

PRE-OPERATIONAL SAFETY CHECKS:
1. Inspect required personal protective equipment and replace if required.
2. Ensure no slip/trip hazards are present in workspaces and walkways.
3. Ensure guards, if present, are installed and are working properly.
4. Faulty equipment must not be used. Immediately report suspect machinery.
5. Locate and ensure you are familiar with the operation of the ON/OFF starter. Disconnect power supply before changing or adjusting bits.
6. Ensure auxiliary handle is securely attached.
7. Use the correct drill bits for the work material.
8. Ensure insulated gripping surfaces are in working condition
9. Do not leave this equipment running while unattended.
10. Do not use machine if it is damaged or guards and covers have been removed. Immediately report any damages to the instructor/supervisor.

OPERATING THE MACHINE:
1. Inspect and don all personal protective equipment: safety glasses/ace shield, hearing protection, proper footwear (closed-toe/heel shoes). Remove all jewelry, loose clothing and tie back hair.
2. Make all adjustments with battery unplugged.
3. Ensure that attachments (example: drill bits and auxiliary) are securely attached.
4. Ensure power switch is on OFF position before plugging in. Check that cord is away from path of tool.
5. Remove any wrenches and adjusting tools before turning on a tool.
6. Before drilling, clamp down material securely.
7. Hold hammer drill by insulated gripping surfaces and auxiliary handles.
8. Turn power ON and allow motor to come to full speed before using. (Anticipate torque on start-up.) Perform operation safely and at a moderate pace.
9. Do not touch the work piece immediately after operation; it may be extremely hot and could burn your skin
10. Turn power OFF and allow machine to stop before setting down.
11. Switch off the machine and reset all guards to a fully closed position. Leave the machine in a safe, clean and tidy state.
12. Clean up debris with power OFF.
13. Return tools to proper storage location after use.
14. When servicing equipment (e.g. changing a bit), power must be disconnected.

If an emergency situation occurs while conducting this task or there is an equipment malfunction, shut the equipment off immediately and unplug the power tool.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY.
REGULATORY REQUIREMENTS

- MB. Regulations 217/2006,
  - Part 2, Section 2.1 Safe Work Procedures
  - Part 6, Section 6.1 PPE
  - Part 12, Section 12.3, Hearing Protection
  - Part 16, Sections 16.1 – 16.18,16.25, Machine & Tool Safety
- WS&H Act W210, Section 4, 5, 7, 7.1
- Operators Manual
- CSA Standards