

# Corded Hand Drill Safe Operating Procedures



1. Operate only with instructor's permission and after you have received instruction.
2. Remove any jewelry, secure loose clothing, and confine long hair.
3. Always use proper eye protection.
4. All materials should be inspected for defects such as warps, knots and foreign objects.
5. Before using a powered hand tool insure that the work area has been inspected for workplace hazards (e.g. water hazards, aluminum ladders)
6. Hold tool by insulated gripping surfaces when performing an operation where the tool may contact hidden wiring. Contact with a "live" wire

will also make exposed metal parts of the tool “live” and shock the operator.

7. Stock being bored should be secured to a work bench or other structure.
8. Never use excessive force on the power tool.
9. Use proper bit for proper material. (Masonry vs wood vs metal)
10. Do not use the power tool if the switch does not turn it on and off.
11. Disconnect the plug from the power source and /or the battery pack from the power tool before making any adjustments, changing accessories or storing power tools.
12. Maintain power tools. Check for misalignment or binding of moving parts, breakage of parts and any other condition that may affect the power tool's operation.
13. Use the power tool, accessories and tool bits etc., in accordance with these instructions and in the manner intended.
14. Do not abuse the cord. Never use the cord for carrying, pulling, or unplugging the power tool.
15. Remove any adjusting key or wrench before turning the power tool on.
16. Do not overreach. Keep proper footing and balance at all times.
17. Wear ear protectors with impact drills. Exposure to noise can cause hearing loss.
18. Use auxiliary handles supplied with the tool. Loss of control can cause personal injury

19. Any damage to the battery pack should be reported to the instructor immediately.
20. Do use power from the drill to tighten keyless chucks. Hand tighten only.