

# 0507 Safety Guidance



### **Using the Rotary Drill**

- Wear protective equipment including ear defenders and goggles.
- Check on the biggest drill that the machine can use if overloaded, the bit may jam, causing the machine to start to rotate. This can cause serious hand or wrist injury.
- If the drill bit seizes in the hole, stop the machine and unplug. Free it by hand, but be careful - the bit will be hot.
- Do not try to change the rotation when the drill is running.
- Withdraw the bit from the workpiece periodically to clear the accumulated swarf
- Use cutting oil when drilling metal to lubricate and cool the drill bit.
- Keep all the air vents on the drill clear of dust.
- Keep the cable clear of the drill bit and any sharp edges on the work.
- If the cable appears to be cut or damaged in any way, switch off and unplug at the mains before inspecting it. If the cable attached to the rotary drill is damaged, stop using the machine.
  - Contact the hire company. If an extension cable has been damaged, do not use
- 10. Take care not to accidentally pull the plug from the socket.
- 11. Switch off and remove the plug from the socket before leaving the rotary drill
- 12. If the equipment does not work properly do not attempt to repair it. Contact the hire company.

Keep this leaflet safe as it may be required for reference at a future date













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connections are dry and sate. 5. Make sure that conid catch fire.

run over it. Unroll it fully or it will overheat and be trapped, and places where venicles might edges, doorways or windows where it might 4. Lay it out carefully avoiding liquids, sharp

50 metres (160 feet). Plug it directly into the heavy duty extension cable, not longer than



only use a suitably rated any special instructions, company have not given instructions given by the hire company. If the hire required, follow any special 3. If an extension cable is

according to the instructions supplied with it. is working each time it is used. Reset the rcd 2. Use the "TEST" button to check that the rcd

machine get damaged. protect against electric shock if the cable or into the rcd. This will help to socket. Plug the machine directly in to the 230voit device ("rcd") plugged

#### 1. Use a residual current (SQUARE PIN OR BLUE PLUG) 230 VOLT MACHINES

connections are dry and safe. any extension cable 4. Make sure that

overheat and could catch fire. vehicles might run over it. Unroll it fully or it will where it might be trapped, and places where ildnids, snarp edges, doorways or windows 3. Lay the extension cable out carefully avoiding

only be used between the transformer and the

50metres (160 teet). An extension cable must duty 110v extension cable, not longer than instructions, only use a suitably rated heavy have not given any special



company. If the hire company instructions given by the hire required, follow any special 2. If an extension cable is

Do not use any 230v extension cables. transformer directly into the 230 volt socket 1. If using a portable transformer, plug the

#### 110 VOLT MACHINES (YELLOW PLUG)

Read the instructions below for this machine.

yellow industrial plug fitted. 230v machines will have either a normal square pin plug fitted, or a will be 110v or 230v. 110v machines will have The machine will only operate on one voltage: it

#### ELECTRICAL SAFETY

the right drill bit is fitted. If drilling wood or metal, make sure that peing drilled.

size of drill bit and the type of material cyeck the right speed is being used for the 4. If the drill operates at more than one speed, petore drilling.

alse. Put the chuck key in a safe place noies. Do not force the chuck with anything tighten the chuck using all three location Ylways use the chuck key provided to













## **Rotary Drill**

The rules and procedures in force where people are at work may require the person responsible for this equipment to carry out a specific risk assessment.

### It is important to read all of this leaflet **BEFORE** you use the Rotary Drill

- 1. Electricity is dangerous and must always be used with great
- Plan your work and think ahead to make sure you will always be working safely.
- This rotary drill is designed for drilling in wood, metal or similar materials
- The action of this drill can cause injury or damage if the machine is not used in a careful and controlled way.
- If you have not used a rotary drill before, familiarise yourself with the machine on some straightforward work before you start on the main task.
- The following items of personal protective equipment are the minimum that must be available: goggle; dust mask - a minimum of FFP3(s) protection; ear muffs or plugs giving protection for levels up to 80 dB(A); rcd if using a 230 volt (mains) supply.
- This machine must not be used by minors, or by anyone under the influence of drugs or
- This rotary drill is designed for operation by an able bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using it.













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or tapers.

They will have straight shanks with no slots Use only the right drill bits for the machine. before changing the drill bit.

Switch the rotary drill off, and unplug it DRILL BITS

now to stop it. before switching on the rotary drill, know Check on how the on/off switch operates

Adjust it to the best position. Always use the side handle provided.

been selected before starting work. clockwise. Ensure the right settings have speed and it may have a control knob allowing the bit to rotate clockwise or anti 4. The drill may operate at more than one

quare pin plug fitted, or a blue industrial Machines designed to run directly from230v mains will have either a normal

neavier than you think. yourself when moving it about - it may be 230v supply. If a portable transformer has been supplied, take care not to injure to power the machine from a normal mains provided a portable transformer if needed supply. The hire company will have plug iitted are designed to run off a special Machines with a cylindrical yellow industrial

matches the supply. Do not try to force Check that the plug on the machine

connections of improvise them.

combany.

do not use the rotary drill - contact the hire and plugs. It anything is found damaged, Check themachine, chuck and key, cables

#### **ROTARY DRILLS**

to wear appropriate personal Anyone who is working close-by will also drilling material that causes dust.

of FFP3(s) protection) must be worn when An appropriate dustmask (with a minimum rnis ievel as a minimum.

muffs or plugs giving hearing protection for levels up to 80 dB(A) - wear appropriate ear This equipment is likely to cause noise

when working with this machine. Impact resistant goggles must be worn

may require a higher level of protection. should be worn whenever using this machine. Particular jobs or environments equipment (ppe) are the minimum that The following items of personal protective

damaged, or difficult to clean. cover any surfaces or objects that may be

If drilling into a material that causes dust pipes where you are drilling.

are no hidden electric cables, gas or water It drilling into a wall or floor check that there

and dust. Warn others to keep away. Protect other people from the noise, debris

distraction. and that no-one is close-by or could cause Make sure that the area is clear and sate

from petrol, or gas cylinders. danger of explosion. It will ignite fumes Do not use this rotary drill where there is a

**WORK AREA** 







