

Correct use of Drilling Machines

DO's

- **Always carry out a 'pre-use' check**
 - **Ensure guarding is correctly adjusted and used**
 - **Ensure you have the correct drill bit for the material being drilled**
 - **Ensure any emergency stop devices operate**
 - **Report any defects promptly**
- **Secure the piece with clamps or jigs where appropriate**
- **Wear correct PPE – Goggles, hearing protection etc.**
- **Ensure long hair is securely tied back**
- **Keep work area clean and free of obstructions and hazards**

DONT'S

- **Never wear ties, loose clothing or jewellery when using rotating machinery**
- **Never wear gloves when operating drilling machines**
- **Never use defective or blunt drill bits**
- **Never forcibly drill, always allow the drill bit to do the cutting**
- **Never use the equipment without the guarding in place**

Only trained operators can use the machine