

Safety Instructions and Job Hazard Analysis: Portable Power Drill

Long pants are required at all times when operating this equipment.

Job/Task Step	Hazard	Hazard Control Method/PPE
Inspect Equipment/PPE Check/Buddy System	N/A	<ul style="list-style-type: none"> • Don all required PPE for use of the Portable Power Drill. Approved Safety Glasses with side shields, Long Pants, and Closed Toe Shoes. • Additional foot protection is required when working with heavy parts and pieces. • Tuck in shirt, no loose fitting clothing or jewelry. • Long hair must be pulled back or tucked into a hat. • Work with the supervisor of the space to review operation and ensure all risks have been addressed.
Insert Bit/Drive and ensure that it is tight	Abrasion/Laceration	<ul style="list-style-type: none"> • Unplug the drill before inserting or removing bit or driver into the chuck. • Handle the bit/driver carefully and be aware of sharp edges. • Tighten the chuck by hand; do not “spin up” the motor to tighten the chuck. • Use the chuck key for old style keyed chucks. • Be aware of pinch point hazards.
Drill Hole/Tighten Screw	Abrasion/Laceration, Eye Injury, Muscle Strain, Noise Hazards	<ul style="list-style-type: none"> • Be aware of pinch points and moving parts. Loose clothing, jewelry and hair can be caught in moving parts. • Wear approved safety glasses with side shields to protect from flying debris. • Use proper technique when bending/pushing. • Consider ear plugs to protect from high noise. • Wear all required PPE; Safety Glasses, Closed Toe Shoes, and Long Pants.
Remove Bit/Driver	Abrasion/Laceration	<ul style="list-style-type: none"> • Handle the bit/driver carefully and be

		aware of sharp edges. <ul style="list-style-type: none"> • Be aware of pinch point hazards.
Clean the Area	Flying Debris, Abrasion/Laceration, Muscle Strain	<ul style="list-style-type: none"> • Sweep up of all debris from drilling/screwing activities. • Be aware of sharp objects. • Use proper lifting technique when cleaning. • Wear safety glasses.

In case of malfunction: If the tool does not perform as anticipated, or makes an unfamiliar sound, or creates any safety concerns: IMMEDIATELY notify a Maker Ninja and ask them to Lockout and Tag out the tool until a follow-up inspection can be completed.