


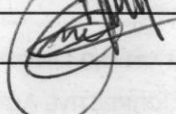
THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/SOP/002
Implementation Date	03.12.2018
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SAFE OPERATING PROCEDURE FOR DRILLING



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	Position / Name	Signature	Date
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1. PURPOSE

To ensure work is carried out in a safe manner as to minimise the risk of accident and / or injury.

2. SCOPE








This procedure addresses the usage of drills.

3. RESPONSIBILITIES

Supervisors

Supervisors must ensure that all personnel follow this operating procedure and that risks surrounding the use of drills, are communicated to all employees prior to any work commencing.

4. PPE REQUIREMENTS

Gloves	
Hard hat	
Safety shoes	
Safety goggles	
Overall	
Dust mask	
Ear Protection (Depending on area)	

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5. GENERAL

a) Not applicable

6. PROCEDURE

6.1 Risk Assessment

A Pre-work Risk Assessment must be completed prior to the use of a drill. The risk assessment must cover all aspects of the work to be conducted. It must not be limited only to the use of the drill but shall cover the following aspects.

- Where the work is to be conducted
- Resources required to conduct the work
- Height at which the work is to be conducted.
- Work in the immediate vicinity that may affect the person or who he may affect.
- Flammable materials or gases in the vicinity
- Condition of tools

A. No	B. Significant steps of Task/Process	C. What can cause an incident	D. What must be done to prevent an incident	E. Special tools, equipment to be used	F. P P E to be used	G. General comments
1	Pre-use inspection of drilling machine					
1.1	Inspect electric cord and switching	Damaged cord or on/off switch	Ensure that cord is in tack and that on/off switch is working			Electrical system to be checked as per planned maintenance system
1.2	Check machine guard	Damaged or lack of machine guard	Ensure that guard is fitted and secured			Guarding to be checked as per planned maintenance system
2	Operating of drilling machine					
2.1	Fit sleeve on drill shaft	Faulty fitting	Ensure sleeve fits and is secure		Safety spectacles, gloves, overall, ear plugs, boots	Drill must be isolated as per lockout procedure before fitting sleeve
2.2	Fit drill bit	Wrong size	Ensure drill			As above

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		sleeve	bit size and sleeve match			
2.3	De-isolate drill					
2.4	Position work-piece and secure	Insecure work-piece swivelling	Ensure that work-piece is properly secured	Clamps		
2.5	Push emergency stop lever to 'on' position					

7. REFERENCE

Occupational Health & Safety Act (85 of 1993) and regulations as amended
 General Safety Regulations
 Construction Regulation 2014

8. SUPPORTING DOCUMENTS

Baseline Risk Assessment