


Work Health and Safety: Safe Work Practice: Garden & Maintenance

Drill-press operation

 Risks	Risk Level	Risk Controls
Damage to ears from noise of equipment	Likelihood: D Consequence: 2 Rating = HIGH	<input checked="" type="checkbox"/> Restrict clients, animals and public from work area. <input checked="" type="checkbox"/> Ear protection to be worn by workers.
Damage to eyes and other parts of body from particles by use of equipment	Likelihood: B Consequence: 3 Rating = HIGH	<input checked="" type="checkbox"/> Wear eye protection/dust mask/hair net as necessary <input checked="" type="checkbox"/> First aid kit available for prompt treatment of injuries.
Damage to body from sharp/moving parts of equipment	Likelihood: B Consequence: 3 Rating = HIGH	<input checked="" type="checkbox"/> Only competent workers to operate equipment <input checked="" type="checkbox"/> Wear personal protective equipment as necessary <input checked="" type="checkbox"/> Keep your hands away from the sharp/moving parts <input checked="" type="checkbox"/> Minimise distractions, e.g., if necessary turn off TV, radio, noisy/unpredictable people <input checked="" type="checkbox"/> Never leave equipment unattended. <input checked="" type="checkbox"/> First aid kit available for prompt treatment of injuries.
Manual handling injury from using the equipment	Likelihood: E Consequence: 4 Rating = LOW	<input checked="" type="checkbox"/> Keep natural curves in back/neutral posture when operating equipment <input checked="" type="checkbox"/> Rotate your tasks throughout the day and take frequent rest breaks to give your body a rest. <input checked="" type="checkbox"/> Operator to use equipment as designed
Electric shock	Likelihood: E Consequence: 1 Rating = HIGH	<input checked="" type="checkbox"/> Only use if equipment and its cord are in good condition <input checked="" type="checkbox"/> Ensure power cord is not in power point when cleaning/preparing equipment <input checked="" type="checkbox"/> Ensure hands are dry when touching electrical equipment/switches
Injury to worker from hazards in the setting	Likelihood: C Consequence: 4 Rating = MODERATE	<input checked="" type="checkbox"/> Worker to assess environment and remove or isolate potential slip, trip and other hazards. <input checked="" type="checkbox"/> First aid kit available for prompt treatment of injuries.

Equipment required:

<i>Mercy Services equipment</i>	<i>Others equipment</i>
Drill-press, Manufacturer’s instruction manual Personal Protective Equipment required: if appropriate: ear protection , hair net, dust mask and eye protection	

Activity	Worker behaviour	Client/other’s behaviour
Preparation	1. Ensure you are familiar with the manufacturer’s instructions for use of the equipment	

	<ol style="list-style-type: none"> 2. Make sure the equipment is the right tool for the task at hand. 3. Visually inspect equipment to ensure all guards are in place, cords are in satisfactory condition, switches are working properly. 4. Ensure bit is not crooked or loose. 5. Ensure an appropriate bit is selected for use. 6. Ensure the power supply is disconnected before making any adjustments to the bit. 7. Ensure adequate space in work area 8. Ensure material to be worked is free of nails, screws 9. Ensure the material to be worked is held securely in place. 10. Apply personal protective equipment as required 	
Operation	<ol style="list-style-type: none"> 1. On deep cuts back out frequently to clean and cool the bit 2. Do not force the drill – use more frequent cuts 3. Turn off machine at power point when not in use. 	There should be no unauthorised/other people are not in the way or likely to be distracting.
Completion	<ol style="list-style-type: none"> 1. Unplug the equipment after use 2. Ensure the equipment is cleaned and maintained as per the manufacturer's instructions 3. Securely store 	

As at 22/03/16 this Safe Work Practice is authorised for use in:

<i>Service</i>	<i>Position</i>
Social Support – Activity shed	Volunteer
Social Support – Activity shed	Community Care/Activity Assistant

Date for review of safe work practice: **March 2019 (or if injury or changes require**

COMPETENCY ASSESSMENT

Drill-press Operation

Employee _____

Assessor _____

Date _____

Desired Outcome:

To use a drill-press without injury

Knowledge required:

Worker must have read manufacturer’s manual for this equipment

Performance Criteria	Competence demonstrated	Comment
Preparation		
Ensures familiarity with the manufacturer’s instructions for use of the equipment		
Makes sure the equipment is the right tool for the task at hand.		
Visually inspects equipment to ensure all guards are in place, cords are in satisfactory condition, switches are working properly.		
Ensures bit is not crooked or loose.		
Ensures an appropriate bit is selected for use.		
Ensures the power supply is disconnected before making any adjustments to the bit.		
Ensures adequate space in work area		
Ensures material to be worked is free of nails, screws		
Ensures the material to be worked is held securely in place.		
Applies personal protective equipment as required		
Operation		
Backs out frequently on deep cuts to clean and cool the bit		
Does not force the drill – uses more frequent cuts		
Turns off machine at power point when not in use.		
Completion		
Unplugs the equipment after use		
Ensures the equipment is cleaned and maintained as per the manufacturer's instructions		
Securely stores the equipment		

Is the worker assessed as being competent? YES NO

Any required follow up action/training: _____

Signature of employee..... Date.....

Signature of assessor Date.....