

TOOL TIME

PORTABLE DRILL

Portable Drill Safety

- Select a drill bit that is appropriate for the size and material being drilled.
- Ensure that the bit is sharp, in good condition, and clean.
- Use slow speeds for drilling metal and fast speeds for drilling wood.
- Unplug the cord or remove the battery when making adjustments or changing the bit.
- Ensure that the bit is properly seated and tightened in the chuck.
- Before drilling, remove the key from the chuck. (if equipped)
- Hold the drill securely by the handle. Use an auxiliary handle for large projects and continuous work.
- Keep hands and fingers away from rotating chuck and bit.
- Do not stop the rotation of the chuck or bit with your hands or fingers.
- Do not carry drill by electrical cord. (if equipped)
- Ensure stable footing and do not overextend when drilling.
- Allow the drill to stop rotating before putting the drill down.



Personal Protective Equipment

- Safety Glasses
- Hearing Protection (Recommended)
- Mask (Recommended)

SEE BACK FOR MORE INFORMATION



TOOL TIME

Operating Procedure

- Mark the drill location on material with a visible mark or punch before drilling.
- Before drilling, engage the drill to make sure the bit is centered and running true.
- Without the drill on, align the bit with the desired marked location.
- When aligned, hold the drill firmly and squeeze the trigger.
- Apply moderate even pressure to the drill while drilling.
- If drilling deep holes, move the rotating bit up and down in the hole to remove shavings and reduce overheating.
- To prevent bit seizing with material, reduce pressure on drill when you are about to drill all of the way through the material.
- Allow drill to stop spinning before setting it down.



Checklist

- Can the operator describe the procedure for changing the bit?
- Is the operator using personal protective equipment?
- Is the material being drilled properly secured?
- Is the bit seated and secured properly in the chuck?
- Does the operator have a stable body position?
- Did the operator keep hand firmly on the drill during use?
- Did the operator allow the drill to stop rotating before setting the drill down or touching the chuck?

VIDEO TUTORIAL



<https://vimeo.com/892249321>

This video education was created through a collaboration between:



Shepherd Center