

RCI Safety Series Passport — Drill

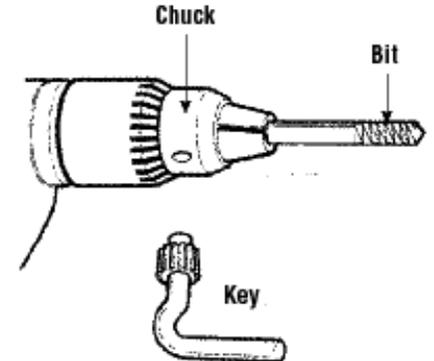
Student Name: _____

Certification Date: _____, 20____

How do you select the proper bit or attachment?

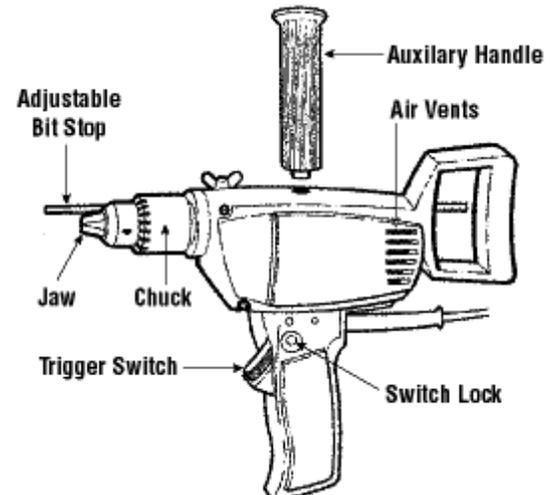
can be dangerous if not used properly.

- ✓ Follow manufacturers' instructions when selecting and using a bit or attachment, especially with unfamiliar drills or work.
- ✓ Select the bit or attachment suitable for the size of the drill and the work being done.
- ✓ Ensure that the bit or attachments are properly seated and tightened in the chuck.
- ✓ Use only bits and attachments that turn true.
Use the auxiliary (second) handle for larger work or continuous operation.



What should you do when working with powered hand drills?

- ✓ Wear safety glasses or a face shield.
- ✓ Keep drill air vents clear to maintain adequate ventilation.
- ✓ Keep drill bits sharp always.
- ✓ Keep all cords clear of the cutting area during use. Inspect for frays or damage before each use.
- ✓ Disconnect power supply before changing or adjusting bit or attachments.
- ✓ Tighten the chuck securely. Remove chuck key before starting drill.
- ✓ Secure workpiece being drilled to prevent movement.
- ✓ Slow the rate of feed just before breaking through the surface.
- ✓ Drill a small "pilot" hole before drilling large holes and possibly cause sparks, fires or burns.



What should you do when working with small pieces?

- ✓ Clamp stock so work will not twist or spin.
- ✓ Do not drill with one hand while holding the material with the other.

What should you avoid when working with powered hand drills?

- ✓ Operate only with Mr. Ferguson's permission and after you have received proper instruction.
- ✓ Do not use a bent drill bit.
- ✓ Do not exceed the manufacturer's recommended maximum drilling capacities.
- ✓ Do not use a hole saw cutter without the pilot drill.
- ✓ Do not use high speed steel (HSS) bits without cooling or using lubrication.
- ✓ Do not attempt to free a jammed bit by starting and stopping the drill. Unplug the drill and then remove the bit from the workpiece.
- ✓ Do not reach under or around stock being drilled.
- ✓ Do not overreach. Always keep proper footing and balance.
- ✓ Do not raise or lower the drill by its power cord.
- ✓ Do not use in wet or muddy locations. Use a nonpowered drill instead.
- ✓ Do not use excessive force to drill into hard material. Reduce drill speed if possible.

Ensure that you follow all shop safety rules

➡ **Safety First** ⬅