








 <p>PEMBINA TRAILS SCHOOL DIVISION A Community of Learners Committed to Excellence</p>	<p>SAFE WORK PROCEDURE</p>	<p>Drill with TE DRS-S HEPA Filtered Dust Removal System</p> <p>Page 1 of 4</p>
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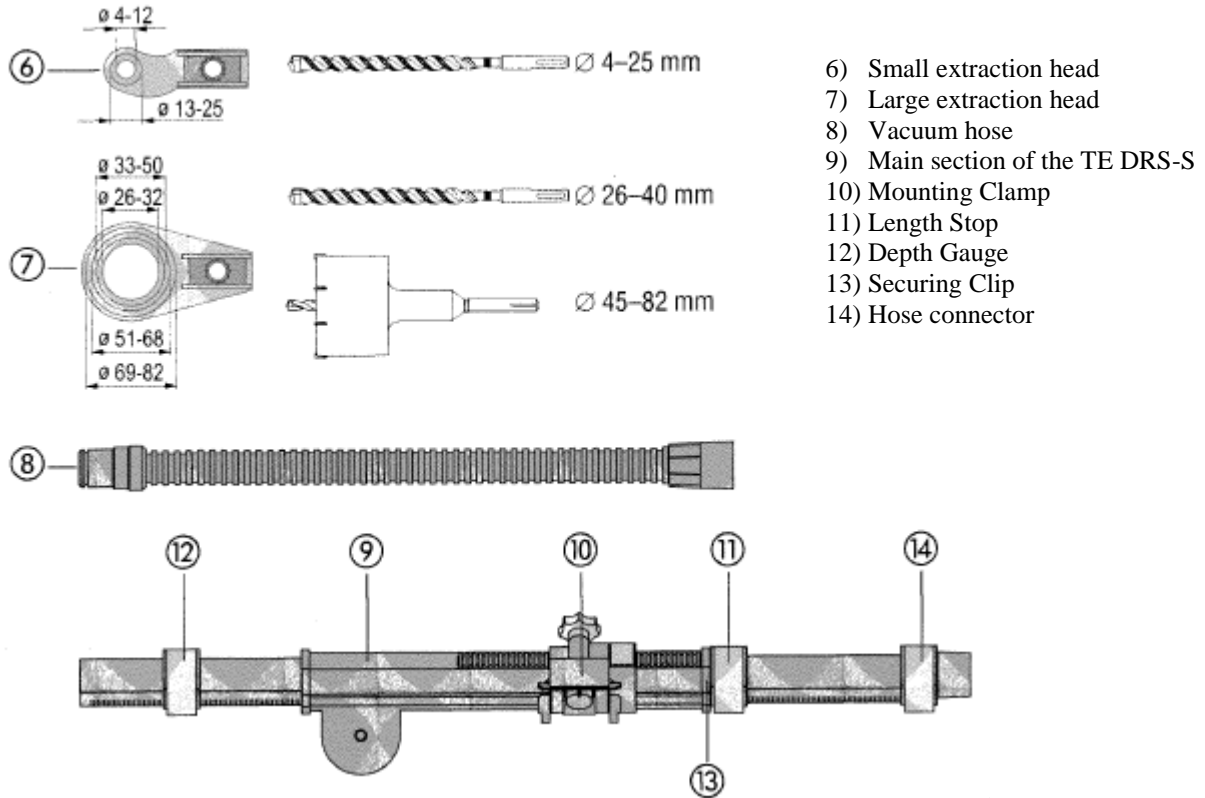
LOCATION	WRITTEN BY:	APPROVED BY:	DATE CREATED	LAST REVISION
All Buildings PTSD	Lorie Carriere Brent Vandembosch Leon Prevost	Leon Prevost	April 15, 2014	New

PERSONAL PROTECTION EQUIPMENT (PPE)	
 Safety glasses or face shield must be worn at all times in work areas.	 Long and loose hair must be tied back and covered
 Safety footwear must be worn at all times in the work area.	 Disposable P100 Respirator or a ½ mask respirator with HEPA Filters, wipes/sanitizing pads if required.
 Hearing protection must be worn when using this machine.	 Close fitting/protective clothing must be worn. Remove strings hanging from pullovers/sweaters.

Photos		
Photo 1	Photo 2	Primary Risk Area
		

HAZARDS PRESENT	ADDITIONAL REQUIREMENTS
<ul style="list-style-type: none"> ✓ Lacerations, abrasions, cuts, amputations ✓ Foreign materials in concrete / other objects ✓ MSI injuries ✓ Noise – can product up to or greater than 92dBA ✓ Discharge of objects /material kickback ✓ Electrical shock 	<ul style="list-style-type: none"> ✓ Equipment orientation ✓ Never leave machine running unattended ✓ Use tools only for their intended purpose ✓ Read and understand general safety procedures in the user manual.

SAFE WORK PROCEDURE

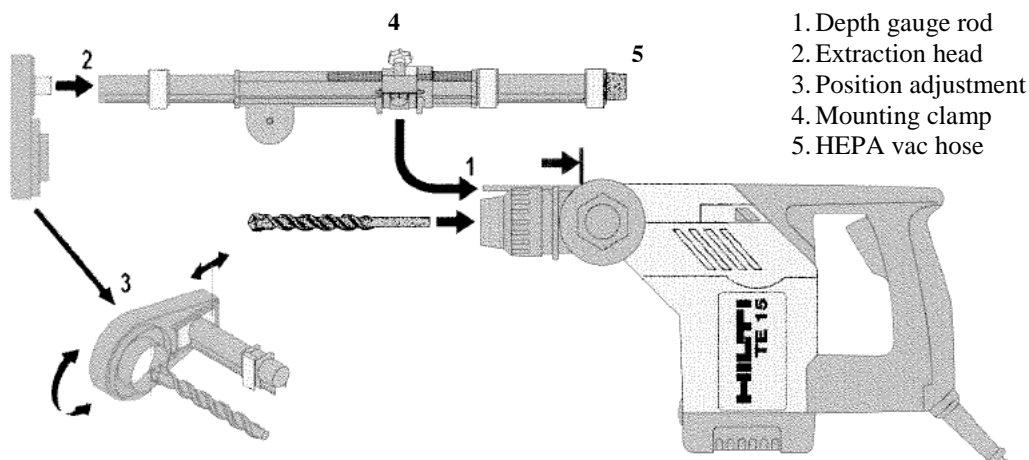


PRE-OPERATIONAL SAFETY CHECKS:

1. Inspect required personal protective equipment and replace if required.
2. Ensure no slip/trip hazards are present in workspaces and walkways.
3. Faulty equipment must not be used. Immediately report suspect machinery.
4. Locate and ensure you are familiar with the operation of the ON/OFF starter. Disconnect power supply before changing or adjusting bits.
5. Ensure auxiliary handle is securely attached.
6. Use the correct drill bits for the work material.
7. Ensure insulated gripping surfaces are in working condition.
8. Ensure the HEPA vacuum is turned on prior to starting the drill.
9. Always use the dust extractor heads of the correct size for the drill bit in use.
10. Allow the vacuum cleaner to run for a few seconds after drilling has finished to ensure that all the dust has been removed from the hose (shake & tap the hose to loosen dust) and from the drill bit.
11. Do not leave this equipment running while unattended.
12. Do not use machine if it is damaged. Immediately report any damages to your supervisor.

OPERATING THE DRILL WITH DUST REMOVAL ATTACHMENT:

1. Inspect and don all personal protective equipment: safety glasses / face shield, hearing protection, safety footwear. Remove all jewelry; loose clothing and tie back hair. **DO NOT** wear gloves when operating the drill.
2. Make all adjustments with battery removed or the cord unplugged.
3. Ensure that attachments (example: drill bits and auxiliary) are securely attached.



- a) Adjust the depth gauge rod on the drill so that it does not project beyond the chuck.
 - b) Push the TE DRS-S dust removal attachment onto the depth gauge rod and slide the mounting clamp up to the side handle of the drill.
 - c) Adjust the extraction head until it is flush with the tip of the drill bit by opening the mounting clamp locking lever and sliding the tube forward or back until the head is flush with the tip of the drill bit. Close the mounting clamp.
 - d) Fit the extraction head onto the end of the TE DRS-S and push into place. (Note: you must use the appropriate size of extraction head for the size of the drill bit).
 - e) Adjust the position of the head by pushing and turning until the point of the drill bit is centered within it.
 - f) Connect the HEPA vacuum hose to the hose connector on the TE DRS-S.
4. Ensure power switch is on OFF position before plugging in. Check that the cord is away from path of the tool.
 5. Remove any wrenches and adjusting tools before turning on a tool.
 6. Hold hammer drill by insulated gripping surfaces and auxiliary handles.
 7. Turn the HEPA vacuum on first.
 8. Turn power for the drill to ON and allow motor to come to full speed before using. (Anticipate torque on start-up.) Begin drilling.
 9. Once drilling has finished, slowly retract the drill through the HEPA vacuum head. Try to remove all the dust from the drill bit. Remove any remaining dust with a damp paper towel. Once finished wrap up in a second paper towel and discard the waste.

10. Turn power OFF and allow machine to stop before setting down. Turn off the HEPA vacuum.
11. Leave the machine in a safe, clean and tidy state.
12. Clean up the area.
13. Return tools to proper storage location after use.
14. When servicing equipment (ex. changing a bit), power must be disconnected.

If an emergency situation occurs while conducting this task or there is an equipment malfunction, shut the equipment off immediately and unplug the power tool.

REPORT ANY HAZARDOUS SITUATION TO YOUR SUPERVISOR IMMEDIATELY.

REGULATORY REQUIREMENTS

- Mb. Regulations 217/2006, Part 16, Machines, Tools & Robots, Sections 16.1 – 16.18
- WS&H Act W210, Section 4, 5, 7, 7.1
- Operators Manual for the Drill and the TE DRS-S Dust Extraction System