

H&S Manager: Wesley Jameson

Date Approved: Sept 2026

Battery Operated Drill

Battery-operated drills are used for drilling and approved fastening tasks. Rotating parts, broken bits, kickback, dust and battery faults can cause serious injury.



Personal Protective Equipment

 Ear Protection	 Cut 5 Gloves	 Steel toe capped boots	 Hi-vis Clothing	 Goggles/ Faceshield
---	---	---	--	--

FAILURE TO WEAR EYE PROTECTION MAY RESULT IN DISCIPLINARY ACTION

Potential Hazards

- Flying debris or broken drill bits
- Contact with rotating parts
- Kickback or sudden tool movement
- Noise and vibration
- Dust inhalation
- Battery overheating or damage

Before Use

- Inspect the drill, chuck, battery and controls for damage or defects.
- Fit the correct drill bit/accessory and ensure it is securely retained.
- Remove the battery before changing bits or making adjustments.
- Secure the workpiece using clamps or a vice where possible.
- Keep loose clothing, jewellery and hair away from rotating parts.
- Check the work area is clear, well lit and free from trip hazards.
- Use suitable dust control/extraction where required.
- **Faulty equipment must not be used. Immediately report any faulty/damaged machinery.**

During use

- Maintain a firm grip and stable stance; use two hands where practicable.
- Keep hands away from the rotating chuck and drill bit.
- Apply controlled pressure - do not force the drill.
- Keep the drill aligned to reduce binding and kickback.
- Do not carry the drill with your finger on the trigger.
- Stop immediately for excessive vibration, unusual noise, overheating or binding.
- Never leave the drill unattended with the battery fitted

After Use

- Release the trigger and allow the drill to stop completely.
- Remove the battery before changing accessories, cleaning or storage.
- Inspect the drill, chuck and bit for damage.
- Clean dust and debris from the tool.
- Store the drill, battery and charger securely.
- Recharge batteries using the approved charger only.

Battery Safety

- Use only manufacturer-approved batteries and chargers.
- Inspect batteries for cracks, swelling or other damage before use.
- Never use damaged batteries.
- Protect batteries from excessive heat, water and impact.
- Do not short-circuit battery terminals.
- Store batteries in a cool, dry location.
- Remove the battery before transporting, cleaning, adjustments or storage where practicable.
- Report overheating, smoking or battery damage immediately.

Emergency Procedures

- Stop work immediately if the equipment malfunctions or becomes unsafe.
- Report all accidents, near misses and equipment damage to your supervisor.
- For cuts, crush injuries, injection injuries, electric shock or other serious injury, seek First Aid / emergency medical assistance as appropriate.
- For battery overheating, smoking or fire, isolate the equipment if safe, raise the alarm and follow site emergency procedures.

Safe Operating Rules

- ✓ Use only approved bits and accessories.
- ✓ Maintain a firm grip and stable stance.
- ✓ Remove battery before adjustments.
- ✓ Inspect before every use.
- ✓ Clamp work where possible.
- ✓ Never use damaged batteries.

Competency Sign off Form



Report all accidents, injuries and near misses to your supervisor / H&S. You can also scan the QR codes below.

