

 DALHOUSIE UNIVERSITY Safe Work Instructions For Rotary Hammer Drills	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> January 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i> January 2017
<i>Service:</i> Trade Services		<i>Shop:</i> Carpentry, Mechanical

Hazards Identified: Noise, dust inhalation, flying objects, unstable footing, electrical shock, vibration,
Personal Protective Equipment Required: Safety boots, safety glasses or goggles, anti-vibration safety gloves,
Training Required: Before using this equipment employees must be trained by a competent person in its proper use and care and in the proper use and maintenance of all required PPE.

These safe work practices must be followed at all times and are to be reviewed annually to ensure they are adequate and accurate.

General Precautions

1. Only properly trained and experienced employees are to operate this piece of equipment.
2. Regularly read and review any written material provided by the manufacturer to ensure safe and proper use.
3. Required PPE must be used at all times during the operation of this equipment.

4. Always keep the area where you are working clear of debris.
5. Ensure that there is sufficient lighting in your work area.
6. Do not operate power tools in an area where an explosive atmosphere may exist.
7. Stay alert at all times when operating this equipment.
8. Do not operate this equipment if you are tired or under the influence of drugs, alcohol or medications.
9. Do not wear loose fitting clothing or jewelry.
10. Avoid contact with moving parts.
11. Always check the tool for defective parts before use.
12. Always check the trigger switch and lock before use.
13. Do not use the hammer drill if it is malfunctioning in any way.
14. Tag malfunctioning equipment with a "DO NOT USE" tag and remove it from service for repair or replacement.
15. Always store the tool properly when you are finished the job.
16. Do not leave the tool in a powered state for long periods of time when not in use.
17. Ensure that adjusting keys are removed before starting the tool.

Electrical Safety

1. Never charge a battery with a charger that is not specified for the battery that is to be charged.
2. Only use batteries specified for the tool that you are using.
3. Ensure that the battery has been removed, or the power cord is disconnected from the outlet, before making adjustments or changing accessories.
4. Always ensure that the wire gauge and length of any extension cord that is used is compatible with the amp rating of the tool to be used.

5. Avoid operating in damp or wet areas.
6. Use outlets with ground fault circuit interrupters when ever possible.
7. Do not, under any circumstances, remove the grounding prong from power cords.

Operation

1. Always replace dull or damaged bits or chisels.
2. Always use the proper bits or chisels for the job.
3. Always ensure that the shank of a bit or chisel is inserted well inside the chuck.
4. Always ensure that the trigger switch is in the off position before inserting the battery pack or connecting the power cord to an outlet.
5. Secure the material being worked on, using clamps, etc., if it is not already fixed in place.
6. Never force the rotary hammer, switch to a tool that is better designed for the job you are doing.
7. Do not use the hammer drill if the trigger switch does not turn the tool on and off properly.
8. Only use accessories that are recommended by the manufacturer.
9. Always hold this tool by its insulated gripping surfaces.
10. Use a center punch to create a pilot hole for a start point.
11. Always use the auxiliary handle to ensure maximum control over torque reaction or kick back.
12. Always ensure that the tool is properly aligned with the spot to be drilled.
13. Never over extend your reach.
14. Always position yourself to avoid being jammed between the tool or its auxiliary handle and walls, beams or support posts.

15. Release the trigger switch immediately if the bit binds in the material being drilled.
16. Always reverse to direction of rotation and at a very slow speed back the bit out of the hole.
17. Keep hands well away from the rotating chuck or drill bit.
18. Always use protective gloves to remove a bit from the tool.
19. Never walk with or carry the hammer drill while it is running.
20. Always follow the manufacturer's recommendations for proper use of battery chargers and procedures for battery charging.
21. Always store batteries with their protective cap in place.
22. Do not operate the drill/hammer selection dial until the tool has stopped rotating.