

Standard Operating Procedures (SOP)

Powered Drill (cord or cordless) for Venture University Staff ONLY (not Junior Councilors or Campers)

Wear hearing, eye and suggest hand protection.

Check the drill prior to commencing work, frayed plugs, correct bit, if there are any defects, do NOT use. Must have CSA approval or ULC and be a three prong plug.

Select the proper drill bit for the material you are drilling. Metal and wood usually can use the same type of drill bit, but masonry bits have a very special design. Make sure the material you are drilling is properly secured on a stable surface.

Make sure the cord is long enough to reach from the electrical outlet to the place where you plan to use the drill.

Use the chuck key that comes with the drill to open the chuck. Do this by pushing the nubbed end of the key into a hole along the chuck and twisting counterclockwise. The teeth on the chuck key should engage the ones on the drill.

Insert the bit into the chuck and tighten it with the chuck key, turning it clockwise this time. Be sure it is very snug.

Plug the drill in. Before drilling, make sure the area is free from hazards and no one is around you that could bump into you. If others are helping, ensure they are following the proper safety procedures and effective communication is maintained.

Press the trigger before you make contact with the work.

Slowly touch the tip of the bit to the work and apply steady but light pressure.

Maintain the pressure on the drill and the trigger until the hole is completed.

Keep the trigger depressed as you slowly back the bit out of the hole.

If the drill is going into wood, you may need to pull the drill out periodically as the drill bit will probably clog. By pulling the drill bit partially out of the work while the bit is turning, it will self clean.

If the drill bit does clog (usually from pressing too hard and drilling too fast) then pull the bit out and clean the clog out with a hard material such as a screwdriver or nail. Be very careful.

When completed, unplug, clean the equipment and store.

I am attesting to the fact that I have read over, understand, and accept the operating procedures, and safety guidelines outlined in this SOP for a Drill.

Name (please print): Ben Sadlowski
Signed: [Signature] Date: May 25th 2010

Name (please print): Elysa Jellema
Signed: [Signature] Date: May 25, 2010

Name (please print): Emily Bot
Signed: [Signature] Date: May 25/10

Name (please print): Jen Cant
Signed: [Signature] Date: May 25/10

Name (please print): Nicco Floresca
Signed: [Signature] Date: May 25/10

Name (please print): Sam Tru
Signed: [Signature] Date: May 25/10

Name (please print): Kristin Lee Kim
Signed: [Signature] Date: May 25/10

Name (please print): Catherine Gdyczynski
Signed: [Signature] Date: May 25/10

Name (please print): Gabrielle Barchard
Signed: [Signature] Date: May 25/10

Name (please print): Rachel Lay
Signed: [Signature] Date: May 25/10

Name (please print): Scott Banks
Signed: [Signature] Date: May 25/10

Name (please print): Matt Vogelzang
Signed: [Signature] Date: May 25/10

Name (please print): ARPIT BHANDAN
Signed: [Signature] Date: May 25/10

Name (please print): Brittany Robertson
Signed: [Signature] Date: May 25/10

I am attesting to the fact that I have read over, understand, and accept the operating procedures, and safety guidelines outlined in this SOP for a Drill.

Name (please print): Shane Arnold
Signed: *Shane Arnold* Date: 25th / 05 / 10

Name (please print): Deanna Socha
Signed: *Deanna Socha* Date: May 25/10

Name (please print): George Williams
Signed: *Geo. Williams* Date: 25/05/10

Name (please print): GRAHAM DERSNAH
Signed: *Graham Dersnah* Date: May 25/10

Name (please print): Joel Coope
Signed: *Joel Coope* Date: 25/5/10