

Safe System of Work

OPERATING AND SAFETY INSTRUCTION FOR DRILLING MACHINES

Name: Training Date:.....

	Instruction	Understood ✓ or X
1	Shown what safety equipment is required to use this machine	
2	Explained why safety equipment is to be used on this machine	
3	Explained why loose clothing or ties are not be worn	
4	Shown where and how to use main machine isolator	
5	Shown where and how to use on / off switch	
6	Shown how to insert drill bits into drill chuck	
7	Explained about the rotation of the chuck.	
8	Explained how the swarf can spiral up the drill bit and revolve around with the drill bit.	
9	Explained how the work being drilled will be clamped down or held in a vice.	
10	Explained if the work being drilled is not clamped down How it can spin and fly around.	
11	Explained you're not to use your hand to stop the chuck	
12	Explained you're not to grab the swarf	
13	Reiterated how important to use goggles and gloves even after drilling and your cleaning down the machine.	
14	Explained how you must not leave the machine running and walk away	
15	Explained how the machine must be cleaned after use.	

I have received the above training and fully understand every point that was explained to me. I confirm that I will wear the required PPE equipment when using the above machinery and take all steps to ensure my own safety. I will ask for further training if I need to and will immediately inform the Supervisor or Manager if there are any issues with the machinery.

Name:

Signed: Date:.....

I confirm that I have trained the aforementioned person and that they fully understand how to use the above machinery, have received the required PPE equipment and know to inform me immediately of any issues with the machinery or if they require further training. I authorise this person to use the machinery detailed above.

Name:(Authorised Trainer)

Signed Date: