## Safe System of Work OPERATING AND SAFETY INSTRUCTIONS FOR ALL PILLAR DRILLS

1 Explained that safety equipment must be used at all times and why - goggles, ear protection and dust extraction must be provided and used. 2 Explained why we don't wear loose clothing and tie back long hair when operating the machine. 3 Explained why it is important to turn off the pillar drill and unplug when adding attachments or changing settings. 4 Explained how to change a drill bit. 5 Explained how the operator should set the drilling height when using to drill wood. 6 Explained how to level and square the pillar drill table. 7 Explained what maintenance is required to keep pillar drill in good working order. 8 Explained how to use the depth gauge. 9 Explained how to switch off the pillar drill properly. And never to leave running while unattended. 10 Explained why it is important not to use blunt blades and damaged attachments. 11 Explained that only trained personnel use this machinery unless being fully supervised for training purposes and that only trained personnel are to change blades.  • received the above training and fully understand every point that was expended to ensure my own safety. I will ask for further training if I need to and will interview or Manager if there are any issues with the machinery.  • creceived the above trained the aforementioned person and that they fully understand only issues with the machinery.  • creceived the above trained the aforementioned person and that they fully understand only issues with the machinery or if they require further training. In to use the machinery detailed above.		Instruction	Understood ✓ or X
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