

Safe System of Work
OPERATING AND SAFETY INSTRUCTIONS FOR DRILLING MACHINE

Name: Training Date:.....

	Instruction	Understood ✓ or X
1	Explained where on/off and emergency stop switches are located on machine along with the isolator switch.	
2	Explained that safety equipment must be used at all times and why - goggles, ear protection and dust extraction must be provided and used.	
3	Explained how to lift timber and place it on drilling machine	
4	Explained why the drilling machine is not to be left running when unattended.	
5	Explained why we use safety guards and how they should be set.	
6	Explained why the area around the drilling machine should be kept clear at all times.	
7	Explained why we don't wear loose clothing when operating the drilling machine	
8	Explained the use of correct manual handling techniques at all times, i.e. where not to put fingers etc.	
9	Explained why the drill bits are to be sharp and of correct size, secure and correctly adjusted.	
10	Explained that only trained personnel are able to change tooling on this machine.	
11	Explained that any maintenance/cleaning to be done only when machine is switched off by the isolator switch. Using a lock out method.	
12	Do not operate machine with faulty guards or safety devices.	
13	Explained how to run machine using the computer	
14	Explained that only trained personnel are to programme the machine. Once their supervisor/manager is confident they can do it without risk or injury.	
15	Explained how to calibrate x and y offsets on machine	
16	When cleaning the drilling machine, safety equipment to be used at all times and why – goggles and mask must be provided and used.	

17	Explained that only trained and authorised personnel are to use this machine.	
18	Please note entering commands on the drilling machine could have serious consequences, you must be sure and pay attention to the command you are entering.	
19	If senior staff have concerns on your ability to run a machine, you could be stopped from working it and provided with additional training if required.	

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: