



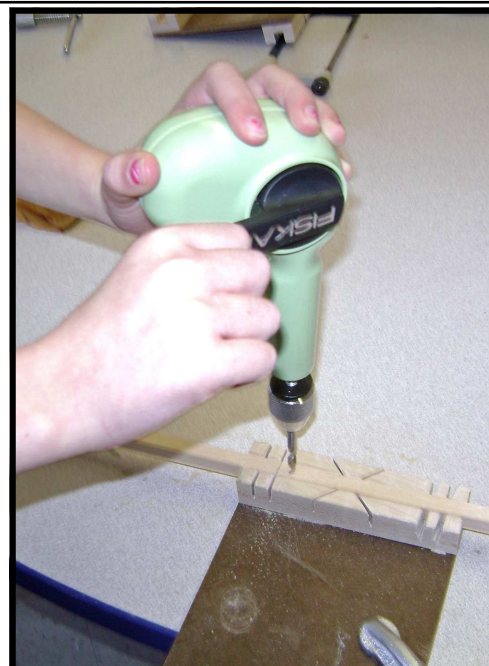
Tool and Safety Overview: Hand Drill

Introduction: A hand drill is used for drilling holes. By changing the size of the drill bit a variety of different sized holes can be made.

Safe Use Procedures:

To use the drill:

- secure the material to be drilled by clamping it down or putting it into a mitre box –make sure that there is a scrap of wood under the material being drilled to prevent accidental holes in desks
- hold the drill as close to vertical as possible and turn the handle
 - ◇ a right-handed person would hold the drill with their left hand and turn the handle in a clockwise direction with their right hand
 - ◇ a left-handed person would hold the drill in their right hand and turn the handle in a counter-clockwise direction with their left hand
- to remove the drill simply turn the handle in the opposite direction



To change drill bits:

- hold the chuck (the part of the drill where the drill bit is secured) firmly and turn the handle in a counter-clockwise direction
- remove the drill bit
- put the new drill bit in making sure that it is centered in the chuck
- hold the chuck firmly and turn the handle in a clockwise direction

Safety Considerations:

- wear eye protection
- roll up loose sleeves and tie long hair back
- when using drills with exposed gears make sure fingers are kept clear of the gears
- always carry drills with the drill bit pointed towards the floor
- pay close attention to the task and avoid distractions

Notes:

- Please ensure that tools are in good working condition prior to use
- Refer to General tool use guideline for more information on the safe use of tools
- **WWW.OCTE.ON.CA/elementary** for more information