Powered Hand Tools – Drills Fact Sheet

HOW DO YOU SELECT THE PROPER BIT OR ATTACHMENT?

- Follow manufacturers' instructions when selecting and using a bit or attachment, especially with unfamiliar drills or work.
- Select the bit or attachment suitable for the size of the drill and the work being done.
- Ensure that the bit or attachments are properly seated and tightened in the chuck.
- Use only bits and attachments that turn true.
- Use the auxiliary (second) handle for larger work or continuous operation.

What should you do when working with powered hand drills?

- Wear safety glasses or a face shield (with safety glasses or goggles).
- Keep drill air vents clear to maintain adequate ventilation.
- Keep drill bits sharp always.
- Keep all cords clear of the cutting area during use. Inspect for frays or damage before each use.
- Disconnect power supply before changing or adjusting bit or attachments.
- Tighten the chuck securely. Remove chuck key before starting drill.
- Secure workpiece being drilled to prevent movement.

- Slow the rate of feed just before breaking through the surface.
- Drill a small "pilot" hole before drilling large holes.

What should you do when working with small pieces?

- Clamp stock so work will not twist or spin.
- Do not drill with one hand while holding the material with the other.

What should you avoid when working with powered hand drills?

- Do not use a bent drill bit.
- Do not exceed the manufacturer's recommended maximum drilling capacities.
- Do not use a hole saw cutter without the pilot drill.
- Do not use high speed steel (HSS) bits without cooling or using lubrication.
- Do not attempt to free a jammed bit by starting and stopping the drill. Unplug the drill and then remove the bit from the workpiece.
- Do not reach under or around stock being drilled.
- Do not overreach. Always keep proper footing and balance.

- Do not raise or lower the drill by its power cord.
- Do not use in wet or muddy locations. Use a nonpowered drill instead.
- Do not use excessive force to drill into hard material. Reduce drill speed if possible.