|  | **JOB SAFETY ANALYSIS**  |
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|  | Safety Information for the University of California, Berkeley |
|  | **Facilities Services**  |
|  | **Electric Hand Power Drills**  |
|  | **TASK HAZARDS CONTROLS** |
|  | Set up equipment and prepare the work area  | Slips, trips, and fallsMuscle sprains and strains  | Evaluate your work area for hazards Move trip hazards out of the way Barricade the work area with signs, cones, caution tape, etc. if neededClean water/oil/liquid spills immediatelyMaintain good housekeepingUse safe lifting techniquesUse proper tools and equipmentUse carts and dollies if needed  |
|  | Corded power drills | Electric shock, old power cords, frayed, missing ground prongsSlips, trips, and fallsElectric shock if working outdoors or near wet locations | Inspect condition of the cord and plug Ensure drill is grounded and/or double insulatedEnsure grounding prong is present if applicableEnsure equipment is in good working conditionReplace damaged tools and cordsDo not carry the drill by the cordDo not yank the cord out of the electrical outletKeep cords away from heat, oil, and sharp edgesWork in a clean and organized environmentMove stuff out of the wayManage your cords so you don’t trip over themUse battery operated drills if availableUse ground fault circuit interruptersClean water/oil/liquid spills immediatelyAvoid using in extremely wet locations |
|  | Battery operated power drills | Electric shock from charger | Follow recharging instructions with the recommended charger and correct replacement battery |
|  | Changing drill bits | Burns from hot drill bits | Do not touch the drill bit immediately after use. Wait for it to cool down. |
|  | Using the hand power drill (corded or not)(Use in accordance with user’s manual) | Punctures, cuts, amputationsHair and clothing entanglementFlying debris, inhalantsMuscle sprains and strains from repetitive use, torque powerNoise | Inspect drill bits for damage Ensure drill bits are sharp and in good conditionDiscard bits if dull or damagedDo not wear gloves while using the drillOnly wear gloves while handling materialEnsure drill is facing your work Use clamps, vice grips, and any other means to keep your work secure and your hands and feet away from the workpieceDon’t wear loose clothingTie your hair if you have long hairWear safety glasses, face shields, and/or goggles if preferredRespiratory protection, the wet method, or vacuum is required if drilling into concrete/masonryLet the drill do the workMake sure batteries are fully chargedDo not force the drill with excessive pressureTake breaks and stretch when neededHearing protection recommended |
|  | **Required Training:**  | **Personal Protective Equipment (PPE)**Gloves to handle material, not while using the drillSafety glasses, face shield, and/or goggles if preferredRespiratory protection if drilling into concrete/masonry Hearing protection recommended |
| **Other Information:** |  |
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|  | For more information about this JSA, contact the Department Safety Coordinator. |