|  | **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 falls  Muscle 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 needed  Clean water/oil/liquid spills immediately  Maintain good housekeeping  Use safe lifting techniques  Use proper tools and equipment  Use carts and dollies if needed |
|  | Corded power drills | Electric shock, old power cords, frayed, missing ground prongs  Slips, trips, and falls  Electric shock if working outdoors or near wet locations | Inspect condition of the cord and plug Ensure drill is grounded and/or double insulated  Ensure grounding prong is present if applicable  Ensure equipment is in good working condition  Replace damaged tools and cords  Do not carry the drill by the cord  Do not yank the cord out of the electrical outlet  Keep cords away from heat, oil, and sharp edges  Work in a clean and organized environment  Move stuff out of the way  Manage your cords so you don’t trip over them  Use battery operated drills if available  Use ground fault circuit interrupters  Clean water/oil/liquid spills immediately  Avoid 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, amputations  Hair and clothing entanglement  Flying debris, inhalants  Muscle sprains and strains from repetitive use, torque power  Noise | Inspect drill bits for damage  Ensure drill bits are sharp and in good condition  Discard bits if dull or damaged  Do not wear gloves while using the drill  Only wear gloves while handling material  Ensure 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 workpiece  Don’t wear loose clothing  Tie your hair if you have long hair  Wear safety glasses, face shields, and/or goggles if preferred  Respiratory protection, the wet method, or vacuum is required if drilling into concrete/masonry  Let the drill do the work  Make sure batteries are fully charged  Do not force the drill with excessive pressure  Take breaks and stretch when needed  Hearing protection recommended |
|  | **Required Training:** | **Personal Protective Equipment (PPE)**  Gloves to handle material, not while using the drill  Safety glasses, face shield, and/or goggles if preferred  Respiratory protection if drilling into concrete/masonry  Hearing protection recommended | |
| **Other Information:** |  | | |
| **Contributors:** | Robert Blan – Lead Elevator Mechanic  Hoanhni Nguyen – Safety Specialist | | |
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|  | For more information about this JSA, contact the Department Safety Coordinator. | | |