1. Wear proper personal protection equipment. Safety glasses or face shield are required. Wear hearing protection that is appropriate for the level and duration of the noise in the tool room. A dust mask is recommended. Do not wear gloves.

2. Wear proper apparel. No loose fitting cloths or neckties. No loose jewelry. Long hair must be covered or tied back. Non-slip footwear is recommended.

3. Keep the work area clean. Cluttered areas and benches invite accidents.

4. Select the bit or attachment suitable for the size of the drill and the work being done. The most common sizes are those that take shanks up to 3/8” or 1/2” diameters.

5. Ensure that the bit or attachment is properly seated and tightened in the chuck. Remove chuck key before starting drill.

6. Use only bits and attachments that turn true. Do not use a bent drill bit.

7. Use the auxiliary handle for larger work or for continuous operation.

8. Most drills have a locking pin that holds the trigger “on” until disengaged. Make sure that the trigger is in the “off” position before plugging in the drill to the power supply.

9. Keep all cords clear of cutting area. Inspect cords for frays or damage before use.

10. Disconnect power supply before changing or adjusting bit or attachments.

11. Secure work piece being drilled to prevent movement. Do not drill with one hand while simply holding the material with the other.

12. Withdraw the bit from the stock frequently to clear the shavings and cool the bit.

13. Do not use excessive force to drill into hard material. Reduce drill speed.