



UNC
ENVIRONMENT,
HEALTH & SAFETY

Job Safety Analysis

Safety Information for The University of North Carolina at Chapel Hill


JOB SAFETY ANALYSIS TOPIC:

Operating a Cordless Drill



Title	Work Task	Hazards	Controls
Preplan the work	Gather proper tools	Improper tools	Using improper tools or parts can lead to lead to injury
	Gather Proper PPE for the job and inspect it (safety glasses and safety shoes).	Improper PPE inspection/selection	Improper PPE use and inspection can lead to unnecessary hazards created by wrong PPE or faulty PPE.
	Dress properly	Loose clothes, jewelry or long hair can be caught in moving parts	Do not wear loose clothing or jewelry. Keep hair, clothing and gloves away from moving parts.
Before the job	Don necessary PPE	Improper Donning Eye Contact with debris Lacerations	Ensure all PPE is on correctly and passed inspection
	Check for misalignment or damage to the drill, grounding plug and cord.	Hand Injury Electrical shock	DO NOT use and TAG OUT drill if it is misaligned, the grounding plug is missing, or the cord is damaged.
	Ensure switch is in the off position	Injury from accidental starting	Check switch position

	Secure workpiece	Injury from movement of workpiece	Secure workpiece with clamps or another appropriate method
	Select proper drill bit or accessory for application	Injury from improper selection	Insert bit or accessory in chuck. Ensure bit or accessory is secure.
Using the drill	Be sure to only use the easy grip handle when handling drill	Loss of control of the drill	Maintain firm grip on handle
	Keep proper footing and balance	Tripping/Falling	Do not overreach
	Adjusting tool or workpiece	Injury from accidental startup	Ensure switch is in the off position before adjusting
	General Drilling	Injury from improper operation	To turn on drill, squeeze trigger switch. To stop the drill, release the trigger switch. Use forward/reverse button to control the direction of the tool.
Storage and Clean up	Properly clean up and dispose all debris	Improper housekeeping	Maintain housekeeping
	Make sure the drill is clean and properly stored.	Improper Storage of Equipment/PPE	Clean dirt out of air vents. Clean with damp cloth and mild soap, if needed. Store the sander in designated area
Training	Employees must have hands on training in the proper use of this tool.	Supervisor must fill out the ‘Supervisor Led Training Form’ and turn in the form to UNC-CH Environment, Health and Safety for documentation of proper training	
Created By	Kim Haley, Industrial Hygienist 3/21/19		

Contact Info	For more information about this JSA and other JSAs, contact: <i>UNC-CH Department of Environment, Health and Safety</i> 1120 Estes Drive Extension, Chapel Hill NC 27599 CB# 1650 (919) 962-5507 ☎ http://ehs.unc.edu		UNC ENVIRONMENT, HEALTH & SAFETY