



INDIANA UNIVERSITY

OFFICE OF THE EXECUTIVE VICE PRESIDENT
FOR UNIVERSITY ACADEMIC AFFAIRS

University Environmental Health and Safety

APPENDIX E - Drills

When operating a drill;

- Use the proper size and type of bit for the job. Make sure that it is sharp and not damaged.
- Ensure that the chuck is secured to the spindle.
- Tighten the bit securely as outlined in the owner manual.
- Remove the chuck key prior to starting the drill.
- Ensure that handles are securely attached.
- When drilling clockwise (forward), brace the drill to prevent a counterclockwise reaction.
- Never force a drill. Forcing a drill can cause the motor to overheat and damage the bit.
- Apply the appropriate pressure for the job. If the drill slows, relieve the pressure.
- When operating a drill press, ensure that the quill guard is in place and functioning (if equipped by the manufacturer).