



Using the Rotary Drill

1. Wear protective equipment including ear defenders and goggles.
2. Check on the biggest drill that the machine can use - if overloaded, the bit may jam, causing the machine to start to rotate. This can cause serious hand or wrist injury.
3. If the drill bit seizes in the hole, stop the machine and unplug. Free it by hand, but be careful - the bit will be hot.
4. Do not try to change the rotation when the drill is running.
5. Withdraw the bit from the workpiece periodically to clear the accumulated swarf and dust.
6. Use cutting oil when drilling metal to lubricate and cool the drill bit.
7. Keep all the air vents on the drill clear of dust.
8. Keep the cable clear of the drill bit and any sharp edges on the work.
9. If the cable appears to be cut or damaged in any way, switch off and unplug at the mains before inspecting it. If the cable attached to the rotary drill is damaged, stop using the machine.

Contact the hire company. If an extension cable has been damaged, do not use it again.

10. Take care not to accidentally pull the plug from the socket.
11. Switch off and remove the plug from the socket before leaving the rotary drill unattended.
12. If the equipment does not work properly do not attempt to repair it. Contact the hire company.

Keep this leaflet safe as it may be required for reference at a future date



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Rotary Drill

The rules and procedures in force where people are at work may require the person responsible for this equipment to carry out a specific risk assessment.

It is important to read all of this leaflet

BEFORE you use the Rotary Drill

1. Electricity is dangerous and must always be used with great care.
2. Plan your work and think ahead to make sure you will always be working safely.
3. This rotary drill is designed for drilling in wood, metal or similar materials.
4. The action of this drill can cause injury or damage if the machine is not used in a careful and controlled way.
5. If you have not used a rotary drill before, familiarise yourself with the machine on some straightforward work before you start on the main task.
6. The following items of personal protective equipment are the minimum that must be available: goggle; dust mask - a minimum of FFP3(s) protection; ear muffs or plugs giving protection for levels up to 80 dB(A); rcd if using a 230 volt (mains) supply.
7. This machine must not be used by minors, or by anyone under the influence of drugs or alcohol.
8. This rotary drill is designed for operation by an able bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using it.



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5. Make sure that any extension cable connections are dry and safe.

4. Lay it out carefully avoiding liquids, sharp edges, doorways or windows where it might be tripped, and places where vehicles might run over it. Unroll it fully or it will overheat and could catch fire.

3. If an extension cable is required, follow any special instructions given by the hire company. If the hire company have not given any special instructions, only use a suitably rated heavy duty extension cable, not longer than 50 metres (160 feet). Plug it directly into the transformer directly into the 230 volt socket. Do not use any 230V extension cables.

2. If using a portable transformer, plug the transformer directly into the 230 volt socket. The machine will only operate on one voltage: it will be 110V or 230V. 110V machines will have a yellow industrial plug fitted. 230V machines will have either a normal square pin plug fitted, or a blue industrial plug.

1. If an extension cable is required, follow any special instructions given by the hire company. If the hire company have not given any special instructions, only use a suitably rated heavy duty extension cable, not longer than 50 metres (160 feet). An extension cable must be used between the transformer and the machine.

3. Always use the chuck key provided to tighten the chuck using all three locations else. Put the chuck key in a safe place before drilling.
4. If the drill operates at more than one speed, check the right speed is being used for the size of drill bit and the type of material being drilled.
5. If drilling wood or metal, make sure that the right drill bit is fitted.

2. Use the "TEST" button to check that the rcd is working each time it is used. Reset the rcd according to the instructions supplied with it.
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4. Make sure that any extension cable connections are dry and safe.
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1. Use a residual current device ("rcd") plugged directly in to the 230volt socket. Plug the machine into the rcd. This will help to protect against electric shock if the cable or machine get damaged.
2. Use the "TEST" button to check that the rcd is working each time it is used. Reset the rcd according to the instructions supplied with it.
3. Lay the extension cable out carefully avoiding liquids, sharp edges, doorways or windows where it might be tripped, and places where vehicles might run over it. Unroll it fully or it will overheat and could catch fire.
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Useful Reference Points • www.hae.org.uk/businessguard

1. Check the machine, chuck and key, cables and plugs. If anything is found damaged, do not use the rotary drill - contact the hire company.

2. Use only the right drill bits for the machine. They will have straight shanks with no slots or tapers.

1. Switch the rotary drill off, and unplug it before changing the drill bit.

5. Always use the side handle provided. Adjust it to the best position.
6. Check on how the on/off switch operates - before switching on the rotary drill, know how to stop it.

4. The drill may operate at more than one speed and it may have a control knob allowing the bit to rotate clockwise or anti clockwise. Ensure the right settings have been selected before starting work.
5. Machines with a portable transformer have provided a portable transformer if needed to power the machine from a normal mains 230V supply. If a portable transformer has been supplied, take care not to injure yourself when moving it about - it may be heavier than you think.
6. Machines designed to run directly from 230V mains will have either a normal square pin plug fitted, or a blue industrial plug.

2. Check that the plug on the machine matches the supply. Do not try to force connections or improvise them.
3. Machines with a cylindrical yellow industrial plug fitted are designed to run on a special 110V supply. The hire company will have provided a portable transformer if needed to power the machine from a normal mains 230V supply. If a portable transformer has been supplied, take care not to injure yourself when moving it about - it may be heavier than you think.
4. If drilling into a material that causes dust - cover any surfaces or objects that may be damaged, or difficult to clean.
5. If drilling into a wall or floor check that there are no hidden electric cables, gas or water pipes where you are drilling.
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7. The following items of personal protective equipment (ppe) are the minimum that should be worn whenever using this machine. Particular jobs or environments may require a higher level of protection.
8. Impact resistant goggles must be worn when working with this machine.
9. This equipment is likely to cause noise levels up to 80 dB(A) - wear appropriate ear muffs or plugs giving hearing protection for this level as a minimum.
10. An appropriate dustmask (with a minimum of FFP3(s) protection) must be worn when drilling material that causes dust.
11. Anyone who is working close-by will also need to wear appropriate personal protective equipment.

1. Do not use this rotary drill where there is a danger of explosion. It will ignite fumes from petrol, or gas cylinders.
2. Make sure that the area is clear and safe and that no-one is close-by or could cause distraction.
3. Protect other people from the noise, debris and dust. Warn others to keep away.
4. If drilling into a wall or floor check that there are no hidden electric cables, gas or water pipes where you are drilling.
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WORK AREA

Before Starting Work...

