

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 034 – HAMMER DRILL

1. PURPOSE AND SCOPE

Minimum requirements for safe use of hammer drills and rotary hammer drills at Illusions Australia.

Applies to drilling approved masonry, concrete, timber or other materials using suitable modes/bits.

2. AUTHORISATION AND COMPETENCY

Workers must be competent in the tool and understand kickback, hidden services, dust, vibration and bit selection.

Tasks involving hazardous dust or possible services require specific controls before drilling.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Eye protection.
- Hearing protection.
- Safety footwear.
- Respiratory protection appropriate to dust exposure where required.
- Gloves for handling rough material where suitable, while maintaining safe control of the tool.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Tool, lead/battery, chuck, side handle and controls are serviceable.
- Correct bit is fitted and secure.
- Drilling location has been checked for electrical, plumbing and other hidden services.
- Workpiece/surface is stable.
- Dust extraction or suppression is available where required.
- Operator has stable footing and adequate clearance.
- Side handle is fitted where designed.

5. SAFE OPERATING PROCEDURE

1. Identify the material and check for hidden services.
2. Select correct bit and drilling mode.
3. Fit side handle and set depth stop where required.
4. Connect/start dust extraction.
5. Adopt stable stance and two-handed grip where designed.
6. Start at controlled speed and keep bit square to the work.
7. Apply steady pressure without forcing.

8. Be prepared for torque reaction if the bit binds.
9. Withdraw bit periodically where required for hole clearing.
10. Switch off and allow rotation to stop before setting down or changing bits.

6. PROHIBITED PRACTICES

Workers must not:

- Drill into an area where hidden services have not been assessed.
- Use damaged or incorrect bits.
- Operate without side handle where required.
- Force a jammed bit while the tool is energised.
- Use where silica/dust controls are inadequate.
- Change bits while energised.
- Use from an unstable ladder/position where reaction force cannot be controlled.

7. HIDDEN SERVICES

Drilling can contact live electrical cables, water/gas services or structural elements.

- Review plans/use detection methods where appropriate.
- Stop immediately if unexpected resistance, arcing, leakage or service contact is suspected.

8. DUST AND VIBRATION

Hammer drilling can generate respirable dust and significant vibration.

- Use on-tool extraction/wet methods where suitable.
- Limit exposure and maintain sharp correct bits.
- Follow applicable silica controls for concrete/masonry.

9. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Stop for bit binding, excessive vibration, unusual noise, electrical fault, overheating, dust-control failure or suspected service strike.

Isolate before investigation.

10. SHUTDOWN AND HOUSEKEEPING

- Switch off and isolate/remove battery.
- Allow bit to cool before handling.
- Vacuum dust and clean area.
- Store bits/tool safely.
- Report defects.

11. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate the hazard or energy source where safe to do so.
3. Provide or obtain first aid as required.

4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

12. STOP WORK REQUIREMENT

Work must stop where:

- Hidden-service risk is unresolved.
- Correct dust control is unavailable.
- Tool/bit is damaged.
- Operator cannot maintain stable control.
- Unexpected service contact or abnormal operation occurs.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

Document	SWP 034 – Hammer Drill
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