



Using the Cordless Percussion Drill

1. Wear protective equipment including ear defenders and goggles.
2. Do not force the drilling machine harder than it can work. It will damage the machine and the batteries.
3. Check the biggest drill bit that the machine can use – if overloaded, the drill bit may jam, causing the machine to rotate. This can cause serious hand or wrist injury or break the drill bit. Switch off immediately to prevent damage or injury.
4. Check the correct rotation has been selected before starting to use the drill. Do not try to change the rotation while the machine is running
5. Switch off the hammer action if wood or metal is to be drilled. Ensure the correct drill bit is fitted.
6. Ensure there are no hidden electric cables or pipes carrying gas or water in the area to be drilled.
7. Look for signs that vibration may be affecting hands. If fingers start to tingle or feel numb take a short break from drilling. Exercise fingers to encourage blood circulation.
8. To help prevent vibration affecting hands operate the machine for shorter periods. Keep hands warm – wearing gloves may help to do this.
9. Stop work if approached.
10. Keep hands clear of the rotating parts.
11. Keep all air vents clear of dust. Do not block air vents with hands.
12. Switch off before leaving the cordless percussion drill unattended.
13. If the equipment does not work properly, do not attempt to repair it. Contact the hire company.

Please keep this leaflet as it may be required for future reference

Battery Cordless 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 Cordless Percussion Drill

1. Electricity, even low voltage, can be hazardous and must always be used with care.
2. Plan work ahead to ensure working safely.
3. The rechargeable batteries in cordless tools may contain toxic chemicals. Take care.
4. The cordless percussion drill is designed for drilling in concrete, masonry or brickwork in places where mains electricity is not allowed or not available.
5. The cordless percussion drill can also be used to drill metal and wood and to drive in screws when the percussion action is switched off. The appropriate drill bits or attachments must be used.
6. The action of the cordless percussion drill can cause injury or damage if the machine is not used in a careful and controlled way.
7. If you have not used a cordless percussion drill before, familiarise yourself with the machine on some straightforward work before starting on the main task.
8. The following items of personal protective equipment must be available as a minimum: goggles; dust mask (minimum of FFP3(s) protection); ear muffs/plugs giving protection for levels up to 80 dB(A).
9. A residual current device (rcd) will be required if charging batteries from a 230volt mains supply.
10. The machine must not be used by minors or by anyone under the influence of drugs or alcohol.
11. The cordless percussion drill is designed for operation by an able bodied adult. Anyone with either a temporary or permanent disability must seek expert advice before using the drill



WORK AREA

1. Do not use the cordless percussion drill where there is a danger of explosion. It will ignite fumes from petrol or gas cylinders.
2. Ensure 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, put barriers around the work area.
4. Check there are no hidden electric cables, gas or water pipes in the area where work is being carried out.
5. Hammer drilling brick and masonry makes a large amount of dust and debris – move or cover any objects or surfaces which may be damaged or difficult to clean.

OPERATORS

1. The following items of personal protective equipment (PPE) are the minimum that should be worn whenever using the drill. Particular jobs or environments may require a higher level of protection.
2. Impact resistant goggles must be worn when working with the drill.
3. This equipment is likely to cause noise levels up to 80 dB(A) – wear appropriate ear muffs or plugs giving hearing protection to this level as a minimum.
4. An appropriate dust mask (with a minimum of FFP3(s) protection) will need to be worn when drilling into material that causes dust.
5. Ensure there is no loose clothing or long hair which could be caught up by the percussion drill.
6. Anyone who is working close-by will also need to wear the appropriate personal protective equipment.

Before Starting Work...



CORDLESS PERCUSSION DRILL

1. Check the drill, chuck and the battery and charger. If anything is found to be damaged do not use the drill – contact the hire company.
2. The drill has a percussion action for hammer drilling into brick and masonry – do not use the hammer action when drilling wood or metal. Check how to switch the hammer action on and off. The machine must be switched off before operating the hammer action control.
3. The drilling machine has more than one rotational speed, select the right speed for each job. **Do not** attempt to change speed with the motor switched on.
4. The drill has a control to enable it to run clockwise and anticlockwise. Check how to use this control switch to change rotation. Do not change rotation when the motor is running.
5. There is a torque control on the machine, usually an adjustable collar behind the chuck with several torque settings. Use the highest torque settings only for heavy drilling. Use lower torque settings for small drills and for driving in screws. Do not adjust the torque until the motor is stopped.
6. The machine has a keyless chuck, holding the body of the chuck in one hand and

twisting the head of the chuck with the other hand is the correct way to tighten or release it. Do not tighten or release the chuck by gripping the head of the chuck in one hand and operating the motor.

7. The biggest drill bit the machine can safely use will vary depending on the material being drilled, the speed selected and whether the hammer action is used or not. If the machine is overloaded, the drill bit may jam, causing the machine to rotate. This could cause a serious hand or wrist injury.
8. This machine can be used single handed or two handed for heavy work. If there is a side handle provided, use it when needed. If there is no side handle, grasp the machine just behind the chuck with the other hand. Do not cover any ventilation slots with your hand.
9. Vibration from using the percussion drill can be hazardous. Warm hands up before commencing work and wear gloves to keep hands warm while working.
10. Ensure understanding of the controls. Before switching on the cordless drill, know how to stop it.

DRILL BITS

1. Switch the cordless percussion drill off before changing the drill bit.

2. If the equipment has a lock-off switch (perhaps on the battery box) switch it off or temporarily remove the battery before making adjustments or changing the drill bit or attachment.
3. Use only the correct drill bit or attachments for the machine. They will have straight shanks with no slots or tapers.
4. There is no key with this chuck - clamp or unclamp the drill bits by twisting the head of the chuck against the body of the chuck.
5. Do not use the electric motor to assist in tightening or loosening the chuck.

BATTERIES

1. Use only the correct batteries for the equipment as supplied by the hire company.
2. Use only the correct charger as supplied by the hire company and follow any instructions given.
3. Plug the residual current device (RCD) into the 230v socket when recharging batteries. Plug the charger into the RCD.
4. Do not use a battery-powered tool while it is being recharged. It may overload the electrical circuits and the batteries may explode.
5. Toxic and flammable fumes are produced when charging some types of batteries.
6. Charging should be carried out in a dry, cool, well-ventilated and safe location away from other people.
7. Do not attempt to recharge ordinary batteries. **They will explode!!**
8. Do not throw away old or leaking batteries – return them to the hire company.