

Safe Operating Procedure Concrete Core Drill

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We are located at:
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The instructions recommended within this document apply to normal risk conditions. If the Concrete Core Drill is to be operated in a dangerous or hostile environment, the user/client is responsible for conducting an appropriate risk analysis and applying suitable controls to mitigate those additional risks.







This instruction should be read in conjunction with the Risk Assessment procedure for the Concrete Core Drill.

Safety risks:

- Moving, rotating & sharp parts
- Ejected Material
- Noise
- Electrocutation
- Manual handling

WARNING: Do not wear loose fitted clothing or jewellery and ensure long hair is contained

You must wear this personal protective equipment when doing this task:

Foot Protection	Hearing Protection	High Visibility	Eye Protection	Hand Protection	Dust Mask
					

Pre-Operational Check:

- ✓ Ensure task (e.g. Drawings, instructions, specifications etc) is clearly understood.
- ✓ Check that the accessories and attachments are properly fitted and that all guards and other safety devices are in place and working properly.
- ✓ Before you inspect any parts, make sure the power is turned off and the lead unplugged from the power source.
- ✓ Check workspace and walkways to ensure no slip/trip hazards are present. Ensure adequate lighting. Remove any flammable liquids or combustible materials from the near proximity.
- ✓ Identify ON/OFF switch and emergency stop button.
- ✓ Ensure all other employees are clear of the immediate work area.

Safe Operation:

1. Do not use in close proximity to other workers.
2. When you start up the machine, listen for unusual noises or vibrations.
3. Use extreme caution when drilling through floors. Check for electrical conduit.
4. Use a sufficient supply of water to ensure that hole is constantly being flushed of abrasive cuttings.
5. While you're working, maintain a balanced position and keep a firm grip on the handles.
6. Always use two hands. Ensure you have a firm footing and are always ready to handle any reaction the tool may make.
7. Operators should be prepared to brace themselves against the high level of torque exerted by the tool.

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8. Slowly lower the bit into the cut so that there is no skidding or lateral movement of the drill bit. The entire circumference of the core bit should penetrate the drilling surface before additional pressure is applied to the handle.
9. Do not force drill bit. Drill should be used at a speed and feed rate that does not overload the motor. When starting bits, do not use more than two extensions. Less likely to bind and lose control.
10. Do not stop the flow of water or the rotation of the bit as long as the bit is in the hole.
11. Stop operation if the tool bounces around uncontrollably.
12. Use extreme caution when drilling through floors. Provide protection of all personnel and material below the area. Cores generally drop from the drill at completion of the hole.
13. Secure drill stands to the work surface. Use bolts, ceiling jack or vacuum hold-down. Do not secure with a vacuum hold-down when drilling on vertical surfaces such as walls. Drill stand must be properly secured.
14. Do not touch the bit immediately after operation. It may be extremely hot.
15. To Stop, release the handle grip switch. Turn off and disconnect after use.
16. Avoid breathing dust – wear suitable dust mask or respirator in dusty areas.
17. Be aware that this power tool is designed to create severe vibration. The hands, arms and legs will quickly tire. Take regular breaks.
18. Don't over-reach or work at an awkward angle.
19. Keep your hands and feet away from moving parts at all times.
20. Ensure good housekeeping practices are in place to minimize waste build-up.

Storage & Maintenance:

1. Disconnect machine from power supply before packing away.
2. Cutting and drilling equipment, especially drill bits, should be removed from machines and stored where they will not be damaged between use.
3. Avoid breathing dust (especially concrete dust) when cleaning.
4. Avoid water entry into electric motor when washing exterior of machine.
5. Secure machine against movement when transporting.

Concrete Trowel Machine Risk Assessment

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Likely Risk Issue	Who/ What may be harmed? (Specific Persons)	What is the Rate Level? (Rate risk as Low, Medium or High)	What Risk Control Actions Needs to Be Taken? (What needs to be considered so that the risks are identified and effectively controlled)	Time Frame
Impact and cutting injuries	Participants Operators Spectators Staff	Severity of Risk (S) – 3 Likelihood of Risk (L) – 2 Overall Risk (S x L) = 6 MEDIUM	<ul style="list-style-type: none"> Operator to be trained in correct use of Concrete Trowel Machine Trowel Machine to be used in compliance with manufacturer's instructions Ensure operator's hands and body parts are kept clear during operation and maintenance. Ensure appropriate guarding is installed and in good working order prior to use Ensure cutting blades are appropriately installed 	Each hire
Noise and Vibration	Participants Operators Spectators Staff	Severity of Risk (S) - 2 Likelihood of Risk (L) - 2 Overall Risk (S x L) = 4 MEDIUM	<ul style="list-style-type: none"> Ensure adequate PPE is worn (e.g. Gloves and hearing protection) Take regular breaks from continues operation Conduct periodic maintenance to ensure smoother operation and less vibration 	Each hire
Fire, Explosion & Electrocutation	Participants Operators Spectators Staff	Severity of Risk (S) - 2 Likelihood of Risk (L) - 2 Overall Risk (S x L) = 4 MEDIUM	<ul style="list-style-type: none"> Ensure equipment is maintained and in good condition before use DO NOT USE FAULTY EQUIPMENT. REPORT IMMEDIATELY TO RAPID HIRE Use equipment as per manufacturers recommendations Do not use trowel in flammable atmosphere or near combustible materials / substances Take caution when fueling Ensure no hidden hazards such as electric wiring, water pipes, gas pipes etc 	Each hire
Slips, Trips and falls	Participants Operators Spectators Staff	Severity of Risk (S) - 1 Likelihood of Risk (L) - 2 Overall Risk (S x L) = 3 LOW	<ul style="list-style-type: none"> Wear appropriate footwear Ensure appropriate cleaning and housekeeping practices are maintained to minimise the risk of slips, trips and falls 	Each hire

Calculation of Risk Evaluation

Severity of Risk (S) is judged by evaluating the effects of the hazard if the risk occurs. This is evaluated as Minor = 1, Major = 2, Serious = 3

Risk Likelihood (L) - The likelihood of the harm occurring is evaluated on the basis of: Unlikely =1, Possible = 2, Likely = 3

Overall Risk is calculated by multiplying the figure for Severity (S) and Likelihood (L).

The overall risk figure calculated is related to the Risk Level of either Low: 1 to 3; Medium: 4 to 6 or High: 7 to 9

NB This is a generic risk assessment only. It is advisable to carry out a site-specific assessment prior to using this equipment.