

Facilities Services: Electric Hand Power Drills

Overview:

A **Job Safety Analysis** identifies hazards associated with each step of any job or task that has the potential to cause serious injury, determines how to control the hazards, produces a written tool that can be used to train other staff, and meets Cal/OSHA training requirements by developing procedures and work rules that are *specific for each job or task*. For more information, see: [Job Safety Analysis Fact Sheet](#).

Create your own JSA:

If you perform a similar operation, you can [make a copy](#) of this JSA and revise it to suit your work situation. You can use this JSA as a starting point, but the finished version must be specific to each piece of equipment and each work unit.

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For more information about this JSA, contact the [Department Safety Coordinator](#).

Job Safety Analysis

Safety Information for the University of California, Berkeley

		<ul style="list-style-type: none"> ○ Move stuff out of the way ○ Manage your cords so you don't trip over them ○ Use battery operated drills if available
Corded power drills	Electric shock if working outdoors or near wet locations	<ul style="list-style-type: none"> ● Use ground fault circuit interrupters <ul style="list-style-type: none"> ○ Clean water/oil/liquid spills immediately ○ Avoid using in extremely wet locations
Battery operated power drills	Electric shock from charger	<ul style="list-style-type: none"> ● Follow recharging instructions with the recommended charger and correct replacement battery
Changing drill bits	Burns from hot drill bits	<ul style="list-style-type: none"> ● Do not touch the drill bit immediately after use. <ul style="list-style-type: none"> ○ Wait for it to cool down.
Using the hand power drill (corded or not) <ul style="list-style-type: none"> ● Use in accordance with user's manual 	Punctures, cuts, amputations	<ul style="list-style-type: none"> ● Inspect drill bits for damage <ul style="list-style-type: none"> ○ Ensure drill bits are sharp and in good condition ○ Discard bits if dull or damaged
Using the hand power drill (corded or not)	Hair and clothing entanglement	<ul style="list-style-type: none"> ● Don't wear loose clothing <ul style="list-style-type: none"> ○ Tie your hair if you have long hair

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- Use in accordance with user's manual

Using the hand power drill (corded or not)

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Using the hand power drill (corded or not)

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Flying debris, inhalants

Muscle sprains and strains from repetitive use, torque power

Noise

• Don't wear loose clothing

- Tie your hair if you have long hair

• Let the drill do the work

- Make sure batteries are fully charged
- Do not force the drill with excessive pressure
- Take breaks and stretch when needed

• Hearing protection recommended

Required Training:

N/A

Required Personal Protective Equipment (PPE):

- Gloves to handle material, not while using the drill
- Safety glasses, face shield, and/or goggles if preferred
- Respiratory protection if drilling into concrete/masonry
- Hearing protection recommended