



Student Safe Use Competency Checklist

Vertical/Horizontal Drill

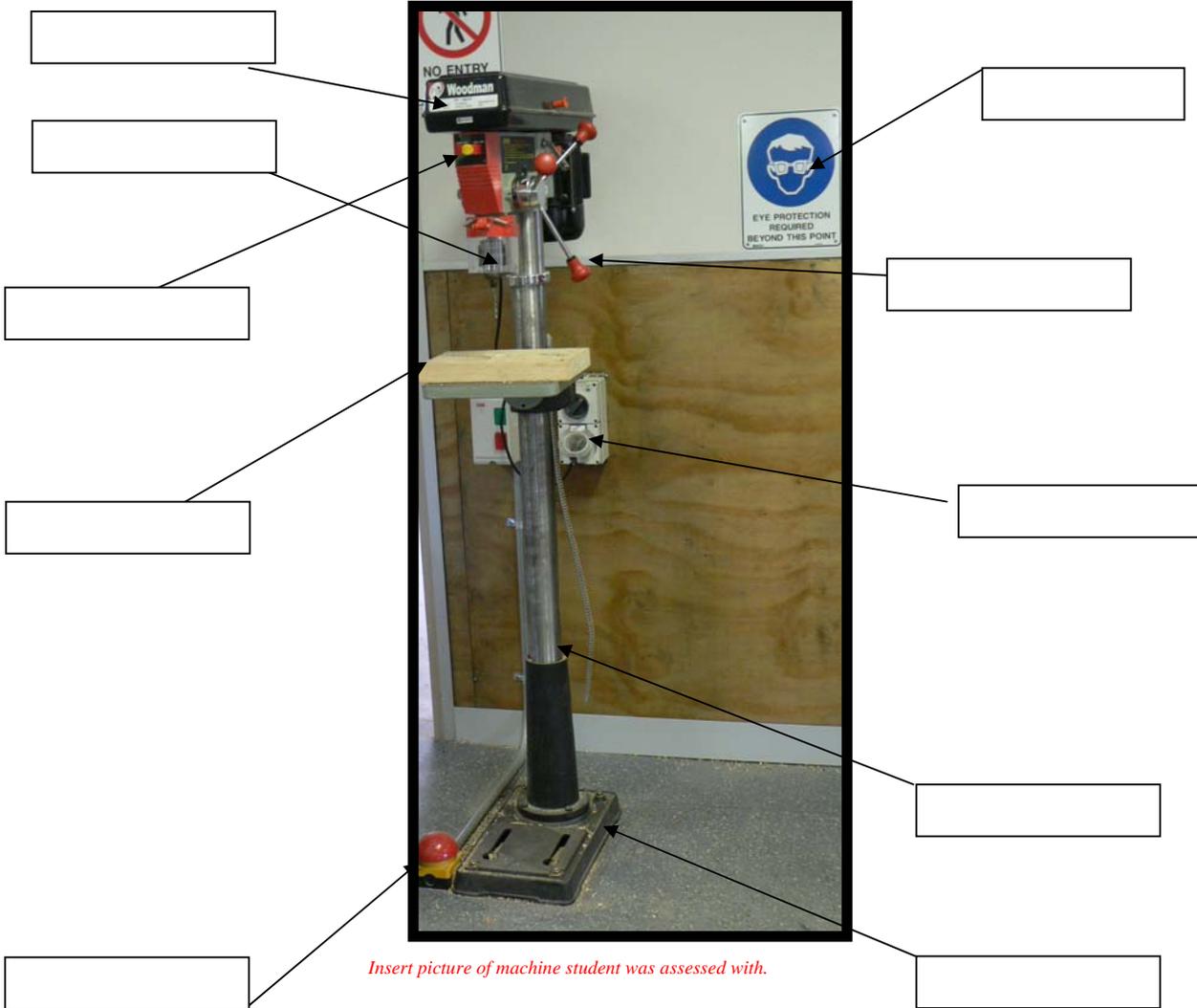
<i>Student Name</i>	<i>Class</i>	<i>Level 1</i>	Criteria	CY/NYC	Date
Preparation- Student demonstrates responsibility for one self and others as reasonably practicable					
			1. Demonstrates how to operate emergency stop buttons and stop start buttons		
			2. Describes the operational procedures of the vertical/horizontal drill and refers to the SWP or Just in time signage.		
			3. Explains the minimal safe lengths of material to be used on the machine		
			4. Explains the reason why a vertical/horizontal drill is used		
			5. Identifies the guarding and explains their control of risk		
			6. Demonstrates awareness of safe operating attire including safety glasses and tying long hair back and explains reasons why it is necessary to wear such clothing and equipment		
Pre-Start- Student Cooperates with Safety Instruction					
			1. Demonstrates the requirements to set machine prior to use. I.e. changes drill bit and returns guarding, whilst machine is electrically isolated and returns chuck key to housing clip.		
			2. Demonstrates the ability to adjust belts with isolation to ensures safe and correct speed for material to be used and size of drill bit (This would depend on level of student ie Yr 9/10 not Yr 7)- Provide Safe Place not rely on safe person)		
			3. Demonstrates adjustment of guides and rest table to suit task		
			4. Prepares material to be cut safely- Clamps material securely or prepares a jig to hold work safely and securely.		
Operation- Student Demonstrates Safe Use- Safe system of work					
			1. Defines the safe area in which to operate the machine including the chuck and drill bit when operating		
			2. Demonstrates safe work procedures ensuring correct working techniques are followed.		
Post-Operation- Student demonstrates responsibility for one self and others as reasonably practicable					
			1. Returns machine to default settings and returns attachments		
			2. Verifies all guards are secure and function correctly (check latches, locks, fasteners and interlocks)		
			3. Ensures workspace and walkway are clear and unobstructed and that no slip hazards are present.		
			4. Checks personal protective equipment is clean and in good condition and returns to PPE Station.		

I fully understand the operational capabilities of the machines and equipment and the safety precautions required to operate the machine under supervision.

Student Signature _____ *Date* / / 20

Failure to observe the above safety precautions mentioned in this document could result in a serious event

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Insert picture of machine student was assessed with.

Name the parts of the Vertical Drill

*This certifies **Student name** was assessed as competent in the Safe Use of the Vertical/ horizontal drill on / / 20*

Teacher Signature _____ Date / / 20

Principal Signature _____ Date / / 20

Failure to observe the above safety precautions mentioned in this document could result in a serious event