

# Berry Bros. General Contractors, Inc.

## Standard Operating Procedures for Drilling & Tapping

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- WORK AREA SAFETY

Keep work area clean and well lit. Cluttered or dark areas invite accidents.

Do not operate power tools in explosive atmospheres, such as in the presence of flammable liquids, gases or dust.

Power tools create sparks which may ignite the dust or fumes.

Keep children and bystanders away while operating a power tool. Distractions can cause you to lose control.

- ELECTRICAL SAFETY

Power tool plugs must match the outlet. Never modify the plug in any way. Do not use any adapter plugs with earthed (grounded) power tools. Unmodified plugs and matching outlets will reduce risk of electric shock.

Avoid body contact with earthed or grounded surfaces, such as pipes, radiators, ranges and refrigerators. There is an increased risk of electric shock if your body is earthed or grounded.

Do not expose power tools to rain or wet conditions. Water entering a power tool will increase the risk of electric shock.

Do not abuse the cord. Never use the cord for carrying, pulling or unplugging the power tool. Keep cord away from heat, oil, sharp edges or moving parts. Damaged or entangled cords increase the risk of electric shock.

When operating a power tool outdoors, use an extension cord suitable for outdoor use. Use of a cord suitable for outdoor use reduces the risk of electric shock.

If operating a power tool in a damp location is unavoidable, use a ground fault circuit interrupter (GFCI) protected supply.  
Use of an GFCI reduces the risk of electric shock.

- PERSONAL SAFETY

Stay alert, watch what you are doing and use common sense when operating a power tool. Do not use a power tool while you are tired or under the influence of drugs, alcohol or medication.

A moment of inattention while operating power tools may result in serious personal injury.

Use personal protective equipment. Always wear eye protection. Protective equipment such as a dust mask, non-skid safety shoes, hard hat or hearing protection used for appropriate conditions will reduce personal injuries.

Prevent unintentional starting. Ensure the switch is in the off-position before connecting to power source and/or battery pack, picking up or carrying the tool.  
Carrying power tools with your finger on the switch or energizing power tools that have the switch on invites accidents.

Remove any adjusting key or wrench before turning the power tool on. A wrench or a key left attached to a rotating part of the power tool may result in personal injury.

Do not overreach. Keep proper footing and balance at all times. This enables better control of the power tool in unexpected situations.

Dress properly. Do not wear loose clothing or jewelry. Keep your hair and clothing away from moving parts. Loose clothes, jewelry or long hair can be caught in moving parts.

If devices are provided for the connection of dust extraction and collection facilities, ensure these are connected and properly used. Use of dust collection can reduce dust-related hazards.

Do not let familiarity gained from frequent use of tools allow you to become complacent and ignore tool safety principles. A careless action can cause severe injury within a fraction of a second.

- POWER TOOL USE AND CARE

Do not force the power tool. Use the correct power tool for your application. The correct power tool will do the job better and safer at the rate for which it was designed.

Do not use the power tool if the switch does not turn it on and off. Any power tool that cannot be controlled with the switch is dangerous and must be repaired.

Disconnect the plug from the power source and/or remove the battery pack, if detachable, from the power tool before making any adjustments, changing accessories, or storing power tools. Such preventive safety measures reduce the risk of starting the power tool accidentally.

Store idle power tools out of the reach of children and do not allow persons unfamiliar with the power tool or these instructions to operate the power tool. Power tools are dangerous in the hands of untrained users.

Maintain power tools and accessories. Check for misalignment or binding of moving parts, breakage of parts and any other condition that may affect the power tool's operation. If damaged, have the power tool repaired before use.

Many accidents are caused by poorly maintained power tools.

Keep cutting tools sharp and clean. Properly maintained cutting tools with sharp cutting edges are less likely to bind and are easier to control.

Use the power tool, accessories and tool bits etc. in accordance with these instructions, taking into account the working conditions and the work to be performed. Use of the power tool for operations different from those intended could result in a hazardous situation.

Keep handles and grasping surfaces dry, clean and free from oil and grease. Slippery handles and grasping surfaces do not allow for safe handling and control of the tool in unexpected situations.

- BATTERY TOOL USE AND CARE

Recharge only with the charger specified by the manufacturer. A charger that is suitable for one type of battery pack may create a risk of fire when used with another battery pack.

Use power tools only with specifically designated battery packs. Use of any other battery packs may create a risk of injury and fire.

When battery pack is not in use, keep it away from other metal objects, like paper clips, coins, keys, nails, screws, or other small metal objects, 3 that can make a connection from one terminal to another. Shorting the battery terminals together may cause burns or a fire.

Under abusive conditions, liquid may be ejected from the battery; avoid contact. If contact accidentally occurs, flush with water. If liquid contacts eyes, additionally seek medical help. Liquid ejected from the battery may cause irritation or burns.

Do not use a battery pack or tool that is damaged or modified. Damaged or modified batteries may exhibit unpredictable behavior resulting in fire, explosion or risk of injury.

Do not expose a battery pack or tool to fire or excessive temperature. Exposure to fire or temperature above 265°F (130°C) may cause explosion.

Follow all charging instructions and do not charge the battery pack or tool outside the temperature range specified in the instructions.

Charging improperly or at temperatures outside the specified range may damage the battery and increase the risk of fire.

- SERVICE

Have your power tool serviced by a qualified repair person using only identical replacement parts.

This will ensure that the safety of the power tool is maintained.

Never service damaged battery packs. Service of battery packs should only be performed by the manufacturer or authorized service providers.

- SPECIFIC SAFETY RULES FOR DRILL/DRIVER

Wear ear protectors when impact drilling. Exposure to noise can cause hearing loss.

Use auxiliary handle(s), if supplied with the tool. Loss of control can cause personal injury.

Hold power tool by insulated gripping surfaces, when performing an operation where the cutting accessory may contact hidden wiring. Cutting accessory contacting a “live” wire may make exposed metal parts of the power tool “live” and could give the operator an electric shock.

Maintain labels and nameplates. These carry important information. If unreadable or missing, contact the manufacturer service facility for a replacement.

- WARNING

Some dust created by power sanding, sawing, grinding, drilling, and other construction activities contains chemicals known to cause cancer, birth defects or other reproductive harm. Some examples of these chemicals are:

- lead from lead-based paint
- crystalline silica from bricks and cement and other masonry products, and
- arsenic and chromium from chemically-treated

lumber.

Your risk from these exposures varies, depending on how often you do this type of work. To reduce your exposure to these chemicals: work in a well ventilated area, and work with approved safety equipment, such as those dust masks that are specially designed to filter out microscopic particles.

- DRILLING

Place the bit on the work surface and apply firm pressure before starting. Too much pressure will slow the bit and reduce drilling efficiency. Too little pressure will cause the bit to slide over the work area and dull the point of the bit. If the tool begins to stall, reduce pressure slightly to allow the bit to regain speed. If the bit binds, reverse the motor to free the bit from the workpiece

- TAPPING

To use a tap, choose the size that is appropriate for the size of the bolt or the hole you want to thread. Place the tap into the tapping wrench or chuck and tighten it in. Then, place the cutting end of the tap over the hole and turn. Use cutting oil to lubricate the tap. Once the tap is started, make a slight (1/4 of a turn) reverse turn every now and then.