**Handheld and stand-mounted drills checklist   
For Vacuum Dust Collection Systems**

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| This checklist is for evaluating the silica exposure controls your company is using for a specific job. |
| Check all items that you have personally verified as completed. A notes section at the bottom of the checklist is available to help you explain unchecked boxes and action items. |

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| Vacuum dust collection systems: | | |
|  |  | Tool has a commercially available shroud or cowling sized to fit around the drill bit and is compatible with the manufacturer’s vacuum system. |
|  |  | The tool’s shroud or cowl is not damaged and was installed per manufacturer’s instruction |
|  |  | Hoses are not damaged or bent; connections are tight |
|  |  | The airflow provided by the vacuum meets or exceeds the tool manufacturer’s specification |
|  |  | Filters on the vacuum dust collectors are at least 99% efficient (e.g., HEPA filter) |
|  |  | Filters aren’t clogged due to use of a cleaning mechanism (e.g., reverse- pulse feature) |
|  |  | Dust collection bags, canisters, or compartments are not overfilled and are emptied per manufacturer’s instruction |
|  |  | The system is operated and maintained per manufacturer’s instructions |
| Extra mechanical ventilation for indoor or enclosed areas, as needed to minimize the accumulation of visible dust in the air: | | |
|  |  | Exhaust trunks, portable exhaust fans, air ducts, or other mechanical ventilation is used to minimize dust in the air |
|  |  | Mechanical ventilation used is positioned to move dust away from the workers’ breathing zones |
|  |  | Air flow is not blocked or weakened by movements of workers, or by opening or closing of doors and windows |
| Housekeeping: | | |
|  | Note: This applies when cleaning dust off equipment, clothing, PPE, floors, or other surfaces; and when handling dust-filled canisters or bags from collection equipment. | |
|  |  | A HEPA-filtered vacuum is used when cleaning holes; or a hole-cleaning kit is used in conjunction with compressed air |
|  |  | Wet methods (e.g., wet sweeping, brushing, wiping) are used when feasible |
|  |  | HEPA vacuuming is used when wet methods are not feasible, but HEPA vacuuming is feasible |
|  |  | Compressed air is used only as a last resort and used along with local exhaust ventilation to capture the dust cloud |
|  |  | Dust collection bags, canisters, or compartments are not overfilled and are emptied per manufacturer’s instruction |
|  |  | Dust collection bags, canisters, or compartments are emptied or disposed of in a way that minimizes spreading dust into the air |
| Notes: | | |
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