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STUDY GUIDE INTRODUCTION TO SHOP SAFETY

NAME: _____

CLASS OR PERIOD: _____

DATE OF INSTRUCTION: _____

1. Always wear eye protection. Wear safety glasses, goggles or a face shield.
2. Use the equipment *only* with the instructor's permission, and use it *only* when the instructor is present in the shop.
3. All accidents must be reported immediately.
4. Don't use tools or equipment that are in any way defective. Tell the instructor if a tool is dull or broken or if a piece of equipment isn't working properly.
5. Don't use any tools or equipment until you've been shown how to use them correctly and safely. And use them only if you understand what you were shown.
6. Keep clothes tucked in and shirtsleeves rolled up neatly.
7. Wear protective shoes. Wear hard shoes or boots with rubber soles and rubber heels. *Don't* wear tennis shoes, running shoes or sandals.
8. Watches and jewelry should not be worn in the shop. Remove rings, bracelets, watches and necklaces before you do any work in the shop.
9. Long hair must be tied back, out of the way. Either tie it back or wear a cap to keep it out of the way. Long hair can get caught in a moving machine.
10. Know where the fire extinguishers are located and read the instructions posted on them.
11. Damp, oily rags are a fire hazard. Keep used rags in an approved covered metal container.
12. Aisles must be kept clear and free of litter, scraps and materials. Don't leave anything lying around that could be tripped over or slipped on.
13. Always use a brush or a rag to wipe away sawdust and scraps. Never use your hand to wipe off a surface.
14. Use the right tool for the job and use the right size tool. Use the tools *only* for what they were designed to do.
15. Carry sharp tools with the edge or point held down toward the floor. This will help prevent injuries if you bump into something or if someone bumps into you.
16. Lift with your legs, *not* with your back. Lifting improperly or carelessly can cause severe back injuries.
17. When you handle large or heavy material, get someone to help you. Also ask someone to help or "tail-off" for you when you cut a large piece of stock on a machine.
18. Use all the recommended guards and safety devices on the power equipment. Never remove a guard without the instructor's permission.
19. Disconnect the power equipment any time you need to make major changes or adjustments. Unplug the tool or machine or disconnect it at the circuit breaker panel. If you disconnect the circuit breaker, put up a sign: "Don't Connect."
20. Turn off the machine any time you make minor changes or adjustments. Never adjust equipment while it's running. Wait for it to come to a complete stop before you make the adjustment.

OVER 

STUDY GUIDE**INTRODUCTION TO
SHOP SAFETY
second page**

NAME: _____

CLASS OR PERIOD: _____

21. Any time you leave a machine, turn it off and stay with it until it comes to a complete stop.
22. Respect the safety zones. Stay away from anyone operating the power equipment. Don't talk to them or distract them in any way. Don't let anyone distract you when you're using the equipment.
23. Work at a safe speed. Don't rush or hurry through a project. Working too fast is dangerous, and it will result in poor craftsmanship.
24. Don't fool around in the shop! There are no exceptions to this: Don't *ever* play around in the shop.

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**TEST
INTRODUCTION TO
SHOP SAFETY**

NAME: _____

CLASS OR PERIOD: _____

DATE: _____ SCORE: _____

ALWAYS WEAR EYE PROTECTION

1. Always wear eye _____.
2. Use the equipment only with the instructor's _____.
3. All _____ must be reported immediately.
4. Do not use tools that are _____ in any way.
5. Never use tools or equipment unless you have been shown how to use them _____.
6. Keep clothes tucked in and shirt sleeves _____ neatly.
7. Wear protective shoes with _____ soles and heels.
8. Watches or _____ should not be worn in the shop.
9. Long hair should be _____ or covered with cap.
10. You should know where the _____ are located and read the instructions posted on them.
11. Damp or oily rags should be kept in an approved, _____, metal container.
12. Aisles and floors must be kept free of _____.
13. Use a _____ or a rag to clear away scraps and sawdust. Don't use your hands.
14. Use the proper tool and the _____ tool for the job.

**COMPLETE EACH STATEMENT
WITH THE CORRECT LETTER
OR WORDS IN THIS COLUMN**

- A. SAFE
- B. MINOR
- C. HEAVY
- D. RIGHT SIZE
- E. COVERED
- F. JEWELRY
- G. CORRECTLY
- H. PERMISSION
- I. PLAY
- J. COMPLETE
- K. SAFETY
- L. SHARP
- M. TIED BACK
- N. ROLLED UP
- O. ACCIDENTS
- P. PROTECTION
- Q. DISTRACT
- R. BRUSH
- S. DEFECTIVE
- T. FIRE EXTINGUISHERS
- U. LITTER
- V. LEGS
- W. DISCONNECT
- X. RUBBER

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TEST
INTRODUCTION TO
SHOP SAFETY
second page

NAME: _____
CLASS OR PERIOD: _____

15. Carry _____ tools with the edge or point held down toward the floor.
16. Always lift with your _____.
Never lift with your back.
17. Get help when you handle large or _____ material.
18. Use all the recommended _____ devices when you operate the power equipment.
19. Always _____ power equipment before you make any major changes or adjustments.
20. Turn off the machine and wait for it to stop before you make any _____ adjustments.
21. When you turn off a machine, stay with it until it has come to a _____ stop.
22. Don't _____ someone while they are using the equipment.
23. Always work at a _____ speed.
24. Never fool around or _____ in the shop.

GET PERMISSION

- A. SAFE
- B. MINOR
- C. HEAVY
- D. RIGHT SIZE
- E. COVERED
- F. JEWELRY
- G. CORRECTLY
- H. PERMISSION
- I. PLAY
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