

## EMPLOYEE TRAINING RECORD

**TRAINING TITLE**      **Cutting Tools**

### KEY TEACHING POINTS

**DO**

- Wear safety glasses or a faceshield and protective gloves
- Choose the proper cutter for the job. Cutters are designed for a specific type and size of material.
- Prevent injury from flying metal by wrapping a burlap bag, cloth or rag around the cutting jaws. Metal flies when cut. The harder the metal, the farther it will fly.
- Warn those in the area to take precautionary measures to avoid possible injury from flying metal pieces.
- Keep cutting tools in good condition.
- Adjust and lubricate cutter and moving parts daily if heavily used.
- Sharpen jaws according to manufacturers' instructions.

**DO NOT**

- Do not use a cutting tool until you are trained in its proper and safe use.
- Do not use cushion grip handles for jobs requiring insulated handles. Cushion grips are for comfort primarily and do not protect against electric shock.
- Do not use cutters which are cracked.
- Do not exceed the recommended capacity of a tool.
- Do not cut diagonally.
- Do not rock cutters from side to side when cutting wire.
- Do not pry or twist with tool when cutting. Keep material being cut at right angles to the cutting edge of the jaws.
- Do not hammer on cutting tools to achieve greater cutting power.
- Do not expose cutters to excessive heat.

### TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 Wear safety glasses or a faceshield and protective gloves when using cutters.	<input type="checkbox"/>	<input type="checkbox"/>
2 It is OK to use any cutter to do a job.	<input type="checkbox"/>	<input type="checkbox"/>
3 It is OK to expose a cutter to high amounts of heat.	<input type="checkbox"/>	<input type="checkbox"/>
4 Metal flies when cut. The harder the metal the farther it will fly.	<input type="checkbox"/>	<input type="checkbox"/>
5 Do not cut diagonally.	<input type="checkbox"/>	<input type="checkbox"/>
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

1. True 2. False 3. False 4. True 5. True