

EMPLOYEE TRAINING RECORD

TRAINING TITLE Drill Motors

KEY TEACHING POINTS

Check the line voltage before plugging in tool. Be sure it is the same as that shown on the tool name plate.

Ground the tool to protect against shock from possible short circuit.

Always wear safety glasses or goggles.

Do not operate in gaseous or explosive atmospheres.

Keep motor and vents free of foreign matter to permit adequate ventilation.

Before drilling, clamp material down securely. A poorly secured piece of material may result in inaccurate drilling or personal injury if the bit should bind. When drilling holes in light gauge metal or wood, back up the material with a wooden block to prevent bending, distorting or splintering.

Mark the center of the hole to be drilled with a center punch to give the bit a start and to prevent it from "wandering". This will reduce the likelihood of accidental injury.

Allow motor to come to a complete stop before reversing. Reversing with motor and gears in motion may cause serious damage.

Use auxiliary side handles, when provided, for additional control and safety.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 You should always wear safety glasses or goggles when using a drill motor.		
2 You can use a drill motor anywhere.		
3 There is no need to clamp down what you are drilling.		
4 Auxiliary side handles provide additional control and safety when using a drill motor.		
5 Inspecting a drill motor before use is important.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

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