

## EMPLOYEE TRAINING RECORD

**TRAINING TITLE**      Hammers

### KEY TEACHING POINTS

**DO**

- Wear safety glasses or a faceshield
- Select hammers according to their intended use. Misuse can cause the striking face to chip, possibly causing a serious injury.
- Strike a hammer blow squarely with the striking face parallel to the surface being struck. Always avoid glancing blows and over and under strikes.
- Look behind and above before swinging hammer.
- Watch the object you are hitting.
- Hold the hammer with your wrist straight and your hand tightly wrapped around the handle. Hold the hammer near the bottom of the handle.

**DO NOT**

- Do not use a hammer with a loose or damaged handle.
- Do not use rough handles that are cracked, broken, splintered, sharp-edged, or loosely attached to the head.
- Do not use any hammer head with dents, cracks, chips, mushrooming, or excessive wear.
- Do not redress, grind, weld or reheat-treat a hammer head.
- Do not strike with the side or cheek of the hammer.
- Do not use one hammer to strike another hammer.

### TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 Wear safety glasses or a faceshield when using a hammer.		
2 You can use the side of the hammer to bump position an object.		
3 It is OK to use a hammer with a cracked handle.		
4 Never redress a hammer head.		
5 Hold a hammer with your wrist straight and your hand tightly wrapped around the handle.		
<b>EMPLOYEE'S NAME</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
<b>INSTRUCTOR'S NAME</b>	<b>INSTRUCTOR'S SIGNATURE</b>	<b>DATE</b>

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