

EMPLOYEE TRAINING RECORD		
TRAINING TITLE Materials Handling - Plate Glass		
KEY TEACHING POINTS		
<ul style="list-style-type: none"> • Wear safety shoes with metatarsal guards and leather gauntlets with heavy cuffs. • Wear leather aprons, safety sleeves and leg protection for larger pieces. • Use vacuum holders, spreaders, frames or other mechanical devices to lift and move glass. • Use "A" frames on carts or glass carts to move glass longer distances. Always have two people move the cart - one in front and one behind. • Carry the glass by hand. Rest the glass on the protected palm of one hand and hold the glass at the top with the other hand. • Tape edges of glass, to make them more visible so that people don't walk into them. • Do not carry more than one piece of glass at a time. • Do not hold glass under your arm. • Do not allow the glass to bend. • Do not place the glass on a surface where it could get scratched. 		
TEST		
QUESTION	ANSWERS	
	TRUE	FALSE
1. Wear safety shoes with metatarsal guards and leather gauntlets with heavy cuffs.		
2. Wear leather aprons, safety sleeves and leg protection for larger pieces of glass.		
3. Carry the glass under your arm to protect it from bumping.		
4. Tape the edges of glass to increase visibility.		
5. Do not carry more than 2 pieces of glass at a time.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

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