

EMPLOYEE TRAINING RECORD

TRAINING TITLE Don't Forget Safety Off-The-Job

KEY TEACHING POINTS

Every household motto should include the underlying theme of "Safety First". Oldsters to teens and preteens and ma and pa should adhere to this credo when using any kind of power equipment, especially lawn and garden equipment. There are many rules for the safe operation of such gear, with some of the most important being:

- Always read the owner's manual carefully and refer to it often.
- Know the controls thoroughly and how to stop quickly. Keep all guards in place and never bypass any built-in safety devices.
- Set the engine at the lowest speed that cuts properly, and push, don't pull the machine. Pick up debris before operating and never cut grass that is wet.
- Never allow children to operate any type of dangerous equipment.
- Keep everyone, especially children, away while operating equipment. A split second of inattention could mean an injury or even the loss of a loved one; this includes family pets, too.
- Do not wear loose fitting clothing which might catch in equipment. Do wear rough soled, heavy duty footwear.
- Fill gas tanks out of doors and wipe up spills. Wait until the engine cools before refilling the tank. Always use approved containers. Glass bottles and plastic jugs are not acceptable.
- Stop the engine when leaving or cleaning equipment and be sure all moving parts are stopped.
- Maintain outdoor power equipment properly by following the manufacturer's instructions, and by checking all fasteners, guards and parts.
- Keep the engine or motor free of debris buildup.
- Watch for breakage, and repair any damage after striking any foreign objects.

If you follow the above guidelines, your off the job yard work can be accident free. Shortcuts can cause an injury that may prevent you from returning to work. Safety can and must be used when you're away from work as well as on the job.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 Always read the owner's manual carefully and refer to it often.		
2 Fill gas tanks out of doors and wipe up spills.		
3 Keep everyone, especially children, away while operating equipment.		
4 Do not wear loose fitting clothing which might catch in equipment.		
5 Set the engine at the lowest speed that cuts properly, and push, don't pull the machine.		

EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE