

EMPLOYEE TRAINING RECORD

TRAINING TITLE Operator Should Know How to Use Tools

KEY TEACHING POINTS

- **Wear protective clothing appropriate to the tool as outlined in the manufacturer's instruction manual.**
- **Use the right tool for the job. Do not force a tool or attachment to do a job for which it was not designed. Read the manufacturer's instruction manual before using any tool.**
- **Disconnect tool from power source before changing accessories such as blades, bits, cutters and the like.**
- **Avoid accidental start-up. Make sure that the machine is in the off position before plugging in.**
- **Do not force the tool. It will work most efficiently at the rate for which it was designed.**
- **Use recommended accessories. Consult the owner's manual for recommended accessories. The use of improper accessories may cause risk to injury to persons.**
- **Handle the work piece correctly.**
 - **Secure the work with clamps, or vise whenever possible. Leave hands free to operate the machine.**
 - **Use push sticks/push blocks when required to protect hands from possible injury.**
- **Feed work into a blade or cutter against direction of rotation of blade or cutter.**
- **Turn the machine off if it jams. Blade jams when dug too deeply into the work (the motor force kept it stuck in the work).**
- **Never leave a tool running unattended. Turn the power off and do not leave tool until it comes to a complete stop.**
- **Do not overreach. Keep proper footing and balance.**
- **Never stand on a tool. Serious injury could occur if tool is tipped or if cutting tool is unintentionally contacted.**
- **Keep hands away from moving parts and cutting surfaces.**
- **Know your power tool. Learn its operation, application, and specific limitations.**

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 Secure the work with clamps, or vise whenever possible.		
2 Read the manufacturer's instruction manual before using any tool.		
3 Do not overreach. Keep proper footing and balance.		
4 Turn the machine off if it jams.		
5 Use the right tool for the job.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE