

EMPLOYEE TRAINING RECORD		
TRAINING TITLE		Office Safety - Office Equipment and Machines
KEY TEACHING POINTS		
OFFICE EQUIPMENT		
<ul style="list-style-type: none"> • Use fingertip guards when handling paper. • Store pencils and pens point down or flat in drawers. • Sheath scissors, letter openers, razor blades or other sharp tools before storing. • Use paper cutter safely: <ul style="list-style-type: none"> • Keep knife blade in locked position • Use proper guards • Maintain firm grip on blade handle • Do not cut too many papers at once • Use a staple remover to remove staples. • File sharp edges off of metal furniture 		
OFFICE MACHINES		
<ul style="list-style-type: none"> • Keep long hair, fingers, clothing, and jewelry away from moving machinery • Use proper guards on machines • Observe directions and cautions when adjusting machinery • Call service for repairs • Disconnect and report frayed electrical cords or plugs. Do not attempt repairs yourself. • Unplug equipment when not in use or before making adjustments. 		
TEST		
QUESTION	ANSWERS	
	TRUE	FALSE
1. Use finger guards when handling paper to prevent cuts.		
2. Store pencils and pens point down or flat in drawers.		
3. Make minor electrical repairs using electrical tape.		
4. Only use a staple remove to remove staples.		
5. Office machines do not have guards.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

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