

**EMPLOYEE TRAINING RECORD**

**TRAINING TITLE**      Power Tools Should Be Maintained

**KEY TEACHING POINTS**

- **Always unplug power tools prior to inspection.**
- **Consult the owner's manual for specific maintenance and adjusting procedures.**
- **Keep machine lubricated in accordance with the manufacturers' recommendations.**
- **Use sharp blades and keep the tool clean for safest operation.**
- **Remove adjusting keys and wrenches. Form a habit of checking to see that keys and adjusting wrenches are removed before tool is turned on.**
- **Keep all guards in place and in working order.**
- **Keep all parts in working order. Check to determine whether guard and other parts will operate properly and perform intended functions.**
- **Check for damaged parts, check for alignment of moving parts, binding of moving parts, breakage of parts, mounting, and any other condition that may affect a tool's operation.**
- **Do not perform makeshift repairs (use parts list provided with the owner's manual to order replacement parts). Guard or other part that is damaged should be properly repaired or replaced.**
- **Only authorized and knowledgeable people may repair tools.**

**TEST**

QUESTION	ANSWERS	
	TRUE	FALSE
1 Always unplug power tools prior to inspection.		
2 Form a habit of checking to see that keys and adjusting wrenches are removed before tool is turned on.		
3 Do not perform makeshift repairs.		
4 Consult the owner's manual for specific maintenance and adjusting procedures.		
5 Check to determine whether guard and other parts will operate properly and perform intended functions.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE