

EMPLOYEE TRAINING RECORD

TRAINING TITLE **Wrenches**

KEY TEACHING POINTS

DO

- Wear safety glasses or a faceshield
- Grip the wrench so that you will not endanger yourself if it slips.
- Use the correct jaw to avoid slippage.
- Use the correct jaw to avoid slippage.
- Face adjustable wrench forward. Turn wrench so pressure is against the permanent jaw.
- Pull on a wrench; do not push.
- Adjust your stance and pull when applying excessive force.
- Stand aside when working with wrenches overhead.
- Maintain all leverage tools and keep at the correct adjustment during use.
- Clean and place tools and wrenches in a tool box, rack or tool belt after use.
- Use a box end wrench whenever possible.

DO NOT

- Do Not use pipe wrenches on nuts or bolts.
- Do not use a wrench on moving machinery.
- Do not use a makeshift wrench.
- Do not use worn adjustable wrenches. Inspect the knurl, jaw, and pin for wear.
- Do not insert a shim in a wrench for better fit.
- Do not strike a wrench with a hammer or similar object gain more force.
- Do not increase the leverage by adding sleeved additions to increase tool length.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 Wear safety glasses or a faceshield when using a wrench.	<input type="checkbox"/>	<input type="checkbox"/>
2 It is OK to use any wrench that fits to do a job.	<input type="checkbox"/>	<input type="checkbox"/>
3 It is OK to use a pipe around a wrench to increase torque.	<input type="checkbox"/>	<input type="checkbox"/>
4 Never strike a wrench with a hammer.	<input type="checkbox"/>	<input type="checkbox"/>
5 Use the correct jaw to avoid slippage.	<input type="checkbox"/>	<input type="checkbox"/>
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

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