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STUDY GUIDE PORTABLE POWER TOOL SAFETY

NAME: _____

CLASS OR PERIOD: _____

DATE OF INSTRUCTION: _____

1. Portable power tools produce a lot of wood chips and dust. You can prevent eye injuries by wearing eye protection. Wear safety glasses, safety goggles or a face shield.
2. You must have the instructor's permission before you use any of the power tools.
3. Use power tools *only* when the instructor is present in the shop. Don't use any power equipment if the instructor isn't in the shop.
4. Don't wear loose clothing. Keep shirts tucked in and shirt sleeves rolled up neatly.
5. Remove rings, watches, bracelets and necklaces.
6. Long hair must be tied back out of the way or tucked under a cap.
7. The tool has to be sharp and in good condition. Check the blade, knives, or bit to make sure they're sharp and in good condition.
8. Don't over-load a portable power tool. Use it *only* for what it was designed to do. Don't force it or over-load it.
9. Electricity should never be used around water or moisture. It can cause a severe electric shock. Be sure your hands are dry and you're standing on a dry floor when you handle electric power tools.
10. Electrical power tools must be grounded or double insulated to prevent a possible electric shock. Don't use equipment that isn't properly insulated or grounded.
11. Check the power cord to make sure the insulation is in good condition. Don't use the tool if the insulation is broken, cut or damaged in any way.
12. Keep the tool disconnected when it is not in use. Plug it in when you are ready to use the tool, and pull the plug as soon as you are finished.
13. Check the switch before you plug in the tool. Always check the switch first to make sure it's in the "off" position before you plug it in.
14. Keep the power cord well out of the way when the tool is operating. Keep the cord out of the path of the tool.
15. Always disconnect the tool before you make any changes or adjustments. Don't make any changes or adjustments while the tool is plugged in.
16. When you disconnect a power tool, pull the plug. Don't yank on the cord; pull the plug.
17. Fasten the work down. Avoid holding the work with one hand and operating the tool with the other hand.
18. Hold the tool firmly. It may twist when you turn it on. Hold the tool so you always have control of it.
19. Wait until the tool comes up to full speed before you start the cut.
20. Don't over-reach. Keep yourself balanced.
21. Wait until the tool has come to a complete stop before you set it down.
22. Using a power tool will require all your attention. Don't let anyone distract you. Keep your attention on what you are doing so you can work safely at all times.