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STUDY GUIDE BASIC SHOP SAFETY PART ONE

NAME: _____

CLASS OR PERIOD: _____

DATE OF INSTRUCTION: _____

1. Always wear eye protection. Wear safety glasses, goggles or a face shield.
2. Get the instructor's permission before you use any of the equipment.
3. Use the equipment *only* when the instructor is in the shop.
4. Report all accidents, near accidents or injuries to the instructor immediately.
5. Don't use tools or equipment that are in any way defective. Tell the instructor if a tool is dull or broken or if a piece of equipment isn't working properly.
6. Don't use any of the equipment until you have been shown how to use it correctly and safely. Don't use it unless you understand the instructions.
7. Keep clothes tucked in and sleeves rolled up neatly. Loose clothes can get caught in a machine and cause an injury.
8. If your hair is long, tie it back or wear a cap over it. Long hair can be caught in a moving machine. Long hair must be kept safely out of the way.
9. Watches and jewelry should not be worn in the shop. Remove rings, bracelets, watches and necklaces before you do any work in the shop.
10. The only time it's OK to wear gloves is when you're handling rough lumber. Don't wear gloves when you use the tools or operate any of the equipment.
11. Wear protective shoes. Wear hard shoes or boots with rubber soles and rubber heels. *Don't* wear tennis shoes, running shoes or sandals in the shop.
12. Wear ear protection around loud, noisy equipment. Wear approved ear muffs.
13. Wear a dust mask or an air filter when working around a lot of wood dust. Wood dust can be harmful if inhaled.
14. Use finishing materials, thinners or other oily or flammable liquids only in well ventilated areas.
15. Clean up spills. Don't leave anything on the floor that someone could slip on.
16. Keep used rags in an approved, covered metal container. Damp, oily rags can begin to burn by spontaneous combustion. The heat produced by oxidation is enough to start a fire.
17. Know where the fire extinguishers are located and read the instructions posted on them. Locate the fire extinguishers and understand how to use them *before* there is an emergency.
18. Keep cabinet doors and drawers closed so no one bumps into them.
19. Aisles have to be kept clear and free of litter, scraps and materials. Don't leave anything on the floor that could be tripped over or slipped on.
20. Vises should be kept closed when they're not in use.

1**TEST
BASIC SHOP SAFETY
PART ONE**

NAME: _____

CLASS OR PERIOD: _____

DATE: _____ SCORE: _____

ALWAYS WEAR EYE PROTECTION

1. Always wear eye _____.
2. Use equipment only with the instructor's _____.
3. Use the equipment only when the _____ is in the shop.
4. _____ all accidents or injuries.
5. Do not use _____ equipment.
6. Never use equipment until you have been properly _____ in its use.
7. Loose clothing can cause _____.
8. Long hair must be _____ or covered with a cap.
9. No _____ should be worn in the shop.
10. Never wear gloves except when handling _____ lumber.
11. Wear _____ shoes or boots.
12. Approved ear muffs should be worn around _____ equipment.
13. A _____ should be worn when working where there is a lot of wood dust.
14. Finishing materials should only be used in well _____ areas.
15. Always _____ spilled materials.

**COMPLETE EACH STATEMENT
WITH THE CORRECT LETTER
OR WORDS IN THIS COLUMN**

- A. FLOOR
- B. NOISY
- C. TIED BACK
- D. INJURIES
- E. DUST MASK
- F. CLOSE
- G. PROTECTION
- H. REPORT
- I. FIRE EXTINGUISHERS
- J. PROTECTIVE
- K. CLEAN UP
- L. PERMISSION
- M. METAL
- N. INSTRUCTED
- O. CLOSED
- P. ROUGH
- Q. JEWELRY
- R. VENTILATED
- S. INSTRUCTOR
- T. DEFECTIVE



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TEST
BASIC SHOP SAFETY
PART ONE
second page

NAME: _____

CLASS OR PERIOD: _____

- X 16. Used rags are to be kept in a covered _____ container.
17. Locate the _____ and learn how to use them.
- X 18. Keep cabinet doors and drawers _____.
19. Never leave anything on the _____ that could be slipped on or tripped over.
20. _____ vises when they are not in use.

GET PERMISSION

- A. FLOOR
- B. NOISY
- C. TIED BACK
- D. INJURIES
- E. DUST MASK
- F. CLOSE
- G. PROTECTION
- H. REPORT
- I. FIRE EXTINGUISHERS
- J. PROTECTIVE
- K. CLEAN UP
- L. PERMISSION
- M. METAL
- N. INSTRUCTED
- O. CLOSED
- P. ROUGH
- Q. JEWELRY
- R. VENTILATED
- S. INSTRUCTOR
- T. DEFECTIVE

1**ANSWER KEY****BASIC SHOP SAFETY
PART ONE****1****ANSWER KEY****BASIC SHOP SAFETY
PART ONE
second page****STATEMENT
NUMBER****CORRECT LETTER
AND WORDS**

- | | |
|----|---------------|
| 1 | G. PROTECTION |
| 2 | L. PERMISSION |
| 3 | S. INSTRUCTOR |
| 4 | H. REPORT |
| 5 | T. DEFECTIVE |
| 6 | N. INSTRUCTED |
| 7 | D. INJURIES |
| 8 | C. TIED BACK |
| 9 | Q. JEWELRY |
| 10 | P. ROUGH |
| 11 | J. PROTECTIVE |
| 12 | B. NOISY |
| 13 | E. DUST MASK |
| 14 | R. VENTILATED |
| 15 | K. CLEAN UP |

**STATEMENT
NUMBER****CORRECT LETTER
AND WORDS**

- | | |
|----|-----------------------|
| 16 | M. METAL |
| 17 | I. FIRE EXTINGUISHERS |
| 18 | O. CLOSED |
| 19 | A. FLOOR |
| 20 | F. CLOSE |

STUDY GUIDE

BASIC SHOP SAFETY

PART TWO

NAME: _____

CLASS OR PERIOD: _____

DATE OF INSTRUCTION: _____

- | | |
|---|--|
| <p>21. Keep work benches clear and organized. Don't pile up the tools and don't lay tools down so they hang over the edge of the bench. <input type="checkbox"/></p> <p>22. Always use a brush or a rag to clear away sawdust and scraps. Never use your hands to wipe off a surface. <input type="checkbox"/></p> <p>23. Use the right tool for the job. Use the tools <i>only</i> for what they're designed to do. Use the right <i>size</i> tool. <input type="checkbox"/></p> <p>24. Carry pointed or sharp tools with the point or edge held down toward the floor. This will help avoid injuries if you bump into something or if someone bumps into you. <input type="checkbox"/></p> <p>25. When you hold a tool, hold it by the handle. When you hand someone a tool, hold it so they can take it by the handle. <input type="checkbox"/></p> <p>26. When you're finished with a tool return it to its proper storage area. Return it to the tool room, tool rack or cabinet where it belongs. <input type="checkbox"/></p> <p>27. If you're handling large or heavy materials, get someone to help you. Also ask someone to help or "tail-off" for you when you cut a large piece of material on a machine. <input type="checkbox"/></p> <p>28. Lift with your legs, <i>not</i> with your back. Lifting improperly or carelessly can cause severe back injuries. <input type="checkbox"/></p> <p>29. Be sure your hands are dry and that you're standing on a dry floor when you use anything electrical. <input type="checkbox"/></p> <p>30. Check the condition of the power cord. Don't use the equipment if the insulation on the cord is damaged, cut or frayed. Tell the instructor. <input type="checkbox"/></p> <p>31. When you disconnect a power cord, pull the plug; don't yank on the cord. Hold the plug and pull it out of the outlet. <input type="checkbox"/></p> | <p>32. Use all the recommended guards and safety devices on the power equipment. Never remove a guard without the instructor's permission. <input type="checkbox"/></p> <p>33. Disconnect the power equipment any time you need to make major changes or adjustments. Unplug the tool or machine or disconnect it at the circuit breaker panel. If you disconnect the circuit breaker, put up a sign: "Don't Connect." <input type="checkbox"/></p> <p>34. Turn off the machine any time you make minor changes or adjustments. Never adjust equipment while it's running. Wait for it to come to a complete stop before you make the adjustment. <input type="checkbox"/></p> <p>35. Any time you leave a machine, turn it off and stay with it until it comes to a complete stop. <input type="checkbox"/></p> <p>36. When you approach a machine to use it, make sure the person who used it before you turned it off. Make sure it's completely stopped. <input type="checkbox"/></p> <p>37. Respect the safety zones. Stay away from anyone operating the power equipment. Don't talk to them or distract them in any way. Don't let anyone distract you when you're using the equipment. <input type="checkbox"/></p> <p>38. Concentrate on what you're doing; give it your full attention. If you don't feel well or if there's some reason you can't concentrate, tell your instructor. <input type="checkbox"/></p> <p>39. Work at a safe speed. Don't rush or hurry through a project. Working too fast is dangerous and it will result in poor craftsmanship. <input type="checkbox"/></p> <p>40. Don't fool around in the shop! There are no exceptions to this: Don't <i>ever</i> play around in the shop. <input type="checkbox"/></p> |
|---|--|

TEST

BASIC SHOP SAFETY PART TWO

NAME: _____

CLASS OR PERIOD: _____

DATE: _____ SCORE: _____

ALWAYS WEAR EYE PROTECTION

21. Work benches should be kept _____ and organized.
22. Use a _____ or a rag to clear away scraps and sawdust.
23. Tools should be used only for what they are _____ to do.
24. _____ tools should be carried with the edge or point held down toward the floor.
25. A tool should always be held by the _____.
26. When you are finished with a tool, return it to its assigned _____ area.
27. Ask for _____ when you need to handle large or heavy material.
28. Lift with your _____, *not* with your back.
29. Never handle _____ equipment if your hands are wet or if you are standing on a wet floor.
30. Equipment with a _____ power cord should be reported to the instructor. It should not be used.
31. Don't yank on the power cord to disconnect a tool. Pull the _____.
32. Use all the recommended _____ and other safety devices when you operate power equipment.
33. Always disconnect the power equipment before you make any major _____.

COMPLETE EACH STATEMENT WITH THE CORRECT LETTER OR WORDS IN THIS COLUMN

- A. DAMAGED
- B. RUNNING
- C. ATTENTION
- D. CLEAR
- E. HANDLE
- F. ELECTRICAL
- G. ADJUSTMENTS
- H. DISTRACT
- I. PLAY
- J. BRUSH
- K. SHARP
- L. STORAGE
- M. PLUG
- N. COMPLETELY
- O. SAFE
- P. DESIGNED
- Q. HELP
- R. GUARDS
- S. STOPPED
- T. LEGS



TEST
BASIC SHOP SAFETY
PART TWO
second page

NAME: _____

CLASS OR PERIOD: _____

34. Never adjust equipment while it is _____.
35. When you turn off a machine, stay with it until it is _____ stopped.
36. Before you use a machine, make sure the person who used it before you has turned it off and it is completely _____.
37. Don't _____ anyone while they are operating the equipment.
38. Using the tools and equipment requires your complete _____ at all times.
39. Always work at a _____ speed.
40. Never fool around or _____ in the shop.

GET PERMISSION

- A. DAMAGED
- B. RUNNING
- C. ATTENTION
- D. CLEAR
- E. HANDLE
- F. ELECTRICAL
- G. ADJUSTMENTS
- H. DISTRACT
- I. PLAY
- J. BRUSH
- K. SHARP
- L. STORAGE
- M. PLUG
- N. COMPLETELY
- O. SAFE
- P. DESIGNED
- Q. HELP
- R. GUARDS
- S. STOPPED
- T. LEGS

2**ANSWER KEY**
BASIC SHOP SAFETY
PART TWO**2****ANSWER KEY**
BASIC SHOP SAFETY
PART TWO
second pageSTATEMENT
NUMBERCORRECT LETTER
AND WORDS

21

D. CLEAR

22

J. BRUSH

23

P. DESIGNED

24

K. SHARP

25

E. HANDLE

26

L. STORAGE

27

Q. HELP

28

T. LEGS

29

F. ELECTRICAL

30

A. DAMAGED

31

M. PLUG

32

R. GUARDS

33

G. ADJUSTMENTS

STATEMENT
NUMBERCORRECT LETTER
AND WORDS

34

B. RUNNING

35

N. COMPLETELY

36

S. STOPPED

37

H. DISTRACT

38

C. ATTENTION

39

O. SAFE

40

I. PLAY

STUDY GUIDE

INTRODUCTION TO SHOP SAFETY

NAME: _____

CLASS OR PERIOD: _____

DATE OF INSTRUCTION: _____

- | | |
|---|---|
| <p>1. Always wear eye protection. Wear safety glasses, goggles or a face shield. <input type="checkbox"/></p> <p>2. Use the equipment <i>only</i> with the instructor's permission, and use it <i>only</i> when the instructor is present in the shop. <input type="checkbox"/></p> <p>3. All accidents must be reported immediately. <input type="checkbox"/></p> <p>4. Don't use tools or equipment that are in any way defective. Tell the instructor if a tool is dull or broken or if a piece of equipment isn't working properly. <input type="checkbox"/></p> <p>5. Don't use any tools or equipment until you've been shown how to use them correctly and safely. And use them only if you understand what you were shown. <input type="checkbox"/></p> <p>6. Keep clothes tucked in and shirtsleeves rolled up neatly. <input type="checkbox"/></p> <p>7. Wear protective shoes. Wear hard shoes or boots with rubber soles and rubber heels. <i>Don't</i> wear tennis shoes, running shoes or sandals. <input type="checkbox"/></p> <p>8. Watches and jewelry should not be worn in the shop. Remove rings, bracelets, watches and necklaces before you do any work in the shop. <input type="checkbox"/></p> <p>9. Long hair must be tied back, out of the way. Either tie it back or wear a cap to keep it out of the way. Long hair can get caught in a moving machine. <input type="checkbox"/></p> <p>10. Know where the fire extinguishers are located and read the instructions posted on them. <input type="checkbox"/></p> <p>11. Damp, oily rags are a fire hazard. Keep used rags in an approved covered metal container. <input type="checkbox"/></p> | <p>12. Aisles must be kept clear and free of litter, scraps and materials. Don't leave anything lying around that could be tripped over or slipped on. <input type="checkbox"/></p> <p>13. Always use a brush or a rag to wipe away sawdust and scraps. Never use your hand to wipe off a surface. <input type="checkbox"/></p> <p>14. Use the right tool for the job and use the right size tool. Use the tools <i>only</i> for what they were designed to do. <input type="checkbox"/></p> <p>15. Carry sharp tools with the edge or point held down toward the floor. This will help prevent injuries if you bump into something or if someone bumps into you. <input type="checkbox"/></p> <p>16. Lift with your legs, <i>not</i> with your back. Lifting improperly or carelessly can cause severe back injuries. <input type="checkbox"/></p> <p>17. When you handle large or heavy material, get someone to help you. Also ask someone to help or "tail-off" for you when you cut a large piece of stock on a machine. <input type="checkbox"/></p> <p>18. Use all the recommended guards and safety devices on the power equipment. Never remove a guard without the instructor's permission. <input type="checkbox"/></p> <p>19. Disconnect the power equipment any time you need to make major changes or adjustments. Unplug the tool or machine or disconnect it at the circuit breaker panel. If you disconnect the circuit breaker, put up a sign: "Don't Connect." <input type="checkbox"/></p> <p>20. Turn off the machine any time you make minor changes or adjustments. Never adjust equipment while it's running. Wait for it to come to a complete stop before you make the adjustment. <input type="checkbox"/></p> |
|---|---|

OVER



STUDY GUIDE**INTRODUCTION TO
SHOP SAFETY**
second page

NAME: _____

CLASS OR PERIOD: _____

21. Any time you leave a machine, turn it off and stay with it until it comes to a complete stop.
22. Respect the safety zones. Stay away from anyone operating the power equipment. Don't talk to them or distract them in any way. Don't let anyone distract you when you're using the equipment.
23. Work at a safe speed. Don't rush or hurry through a project. Working too fast is dangerous, and it will result in poor craftsmanship.
24. Don't fool around in the shop! There are no exceptions to this: Don't *ever* play around in the shop.

TEST

INTRODUCTION TO SHOP SAFETY

NAME: _____

CLASS OR PERIOD: _____

DATE: _____ SCORE: _____

ALWAYS WEAR EYE PROTECTION

1. Always wear eye _____.
2. Use the equipment only with the instructor's _____.
3. All _____ must be reported immediately.
4. Do not use tools that are _____ in any way.
5. Never use tools or equipment unless you have been shown how to use them _____.
6. Keep clothes tucked in and shirt sleeves _____ neatly.
7. Wear protective shoes with _____ soles and heels.
8. Watches or _____ should not be worn in the shop.
9. Long hair should be _____ or covered with cap.
10. You should know where the _____ are located and read the instructions posted on them.
11. Damp or oily rags should be kept in an approved, _____, metal container.
12. Aisles and floors must be kept free of _____.
13. Use a _____ or a rag to clear away scraps and sawdust. Don't use your hands.
14. Use the proper tool and the _____ tool for the job.

COMPLETE EACH STATEMENT WITH THE CORRECT LETTER OR WORDS IN THIS COLUMN

- A. SAFE
- B. MINOR
- C. HEAVY
- D. RIGHT SIZE
- E. COVERED
- F. JEWELRY
- G. CORRECTLY
- H. PERMISSION
- I. PLAY
- J. COMPLETE
- K. SAFETY
- L. SHARP
- M. TIED BACK
- N. ROLLED UP
- O. ACCIDENTS
- P. PROTECTION
- Q. DISTRACT
- R. BRUSH
- S. DEFECTIVE
- T. FIRE EXTINGUISHERS
- U. LITTER
- V. LEGS
- W. DISCONNECT
- X. RUBBER

TEST
INTRODUCTION TO
SHOP SAFETY
 second page

NAME: _____

CLASS OR PERIOD: _____

15. Carry _____ tools with the edge or point held down toward the floor.
16. Always lift with your _____ .
Never lift with your back.
17. Get help when you handle large or _____ material.
18. Use all the recommended _____ devices when you operate the power equipment.
19. Always _____ power equipment before you make any major changes or adjustments.
20. Turn off the machine and wait for it to stop before you make any _____ adjustments.
21. When you turn off a machine, stay with it until it has come to a _____ stop.
22. Don't _____ someone while they are using the equipment.
23. Always work at a _____ speed.
24. Never fool around or _____ in the shop.

GET PERMISSION

- A. SAFE
- B. MINOR
- C. HEAVY
- D. RIGHT SIZE
- E. COVERED
- F. JEWELRY
- G. CORRECTLY
- H. PERMISSION
- I. PLAY
- J. COMPLETE
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- O. ACCIDENTS
- P. PROTECTION
- Q. DISTRACT
- R. BRUSH
- S. DEFECTIVE
- T. FIRE EXTINGUISHERS
- U. LITTER
- V. LEGS
- W. DISCONNECT
- X. RUBBER

3**ANSWER KEY**
INTRODUCTION TO
SHOP SAFETY**3****ANSWER KEY**
INTRODUCTION TO
SHOP SAFETY
second page

STATEMENT NUMBER	CORRECT LETTER AND WORDS
1	P. PROTECTION
2	H. PERMISSION
3	O. ACCIDENTS
4	S. DEFECTIVE
5	G. CORRECTLY
6	N. ROLLED UP
7	X. RUBBER
8	F. JEWELRY
9	M. TIED BACK
10	T. FIRE EXTINGUISHER
11	E. COVERED
12	U. LITTER
13	R. BRUSH
14	D. RIGHT SIZE

STATEMENT NUMBER	CORRECT LETTER AND WORDS
15	L. SHARP
16	V. LEGS
17	C. HEAVY
18	K. SAFETY
19	W. DISCONNECT
20	B. MINOR
21	J. COMPLETE
22	Q. DISTRACT
23	A. SAFE
24	I. PLAY