

6**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.

TEST PORTABLE POWER TOOL SAFETY

NAME: _____

CLASS OR PERIOD: _____

DATE: _____ SCORE: _____

ALWAYS WEAR EYE PROTECTION

1. You can prevent eye injuries by wearing eye _____.
2. Power tools may be used only with the instructor's _____.
3. The instructor must be _____ in the shop when you use power equipment.
4. Do not wear _____ clothing in the shop.
5. _____ should be removed before you do any work in the shop.
6. Long hair must be tied back or worn under a _____ to keep it out of the way.
7. The blades, knives or bits used with power tools must be _____ and in good condition.
8. Use the power tool only for what it was designed to do, and don't force the tool or _____ it.
9. Be sure your hands are dry and you are standing on a _____ floor when you use electric power equipment.
10. Electric power tools must be _____ or double insulated to prevent a possible shock.
11. Never use a tool that has a _____ power cord.
12. Power tools should be _____ only while they are in use.
13. Be sure the switch is in the _____ position before you plug in the power tool.

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

- A. ATTENTION
- B. PLUGGED IN
- C. PROTECTION
- D. COMPLETE
- E. DAMAGED
- F. PERMISSION
- G. BALANCED
- H. OFF
- I. PRESENT
- J. FULL SPEED
- K. LOOSE
- L. CONTROL
- M. JEWELRY
- N. GROUNDED
- O. FASTENED DOWN
- P. CAP
- Q. DRY
- R. POWER CORD
- S. SHARP
- T. PLUG
- U. OVER-LOAD
- V. DISCONNECTED



TEST
PORTABLE POWER
TOOL SAFETY
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NAME: _____

CLASS OR PERIOD: _____

14. Keep the _____ out of the path of the tool.
15. The power tool must be _____ before making any changes or adjustments on the tool.
16. When you disconnect the tool, pull the _____, *not* the cord.
17. The material you are working on should be _____.
18. Hold the tool firmly so you always have _____ of it.
19. Be sure the tool is running at _____ before you start the cut.
20. Plan the cut so you don't have to over-reach. Keep yourself _____.
21. Wait until the tool has come to a _____ stop before you set it down.
22. Don't let anything distract you. Pay _____ to what you are doing so you can do it safely at all times.

GET PERMISSION

- A. ATTENTION
- B. PLUGGED IN
- C. PROTECTION
- D. COMPLETE
- E. DAMAGED
- F. PERMISSION
- G. BALANCED
- H. OFF
- I. PRESENT
- J. FULL SPEED
- K. LOOSE
- L. CONTROL
- M. JEWELRY
- N. GROUNDED
- O. FASTENED DOWN
- P. CAP
- Q. DRY
- R. POWER CORD
- S. SHARP
- T. PLUG
- U. OVER-LOAD
- V. DISCONNECTED

6**ANSWER KEY**PORTABLE POWER
TOOL SAFETY**6****ANSWER KEY**PORTABLE POWER
TOOL SAFETY
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STATEMENT NUMBER	CORRECT LETTER AND WORDS
1	C. PROTECTION
2	F. PERMISSION
3	I. PRESENT
4	K. LOOSE
5	M. JEWELRY
6	P. CAP
7	S. SHARP
8	U. OVER-LOAD
9	Q. DRY
10	N. GROUNDED
11	E. DAMAGED
12	B. PLUGGED IN
13	H. OFF

STATEMENT NUMBER	CORRECT LETTER AND WORDS
14	R. POWER CORD
15	V. DISCONNECTED
16	T. PLUG
17	O. FASTENED DOWN
18	L. CONTROL
19	J. FULL SPEED
20	G. BALANCED
21	D. COMPLETE
22	A. ATTENTION