

3**STUDY GUIDE**
Portable **POWER EQUIPMENT**
SAFETYNAME: _____
CLASS OR PERIOD: _____
DATE OF INSTRUCTION: _____

1. Prevent eye injuries. Wear safety glasses, goggles or a face shield whenever you use a power tool.
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 power tool must be clean and free of any excess oil or grease. If there's anything wrong with the tool, if it's damaged, defective or not working properly, don't use it. Report any damaged or defective equipment to the instructor.
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. Don't use a power tool that's too large or heavy for the work. Using a tool that's too powerful can damage the work or cause a serious accident.
10. 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.
11. Electricity should never be used near flammable, volatile liquids. A spark from a switch or a motor could cause an explosion, a fire, or both. Look around. Be sure there's no gasoline, solvent or other hazardous liquid nearby.
12. Don't use electrical equipment around oxyacetylene welding equipment. Sparks must be kept away from any type of gas welding equipment.
13. 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.
14. 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. Also, check the plug to make sure it's in good condition.
15. Keep the tool disconnected when it's not in use. Connect it when you're ready to use it and disconnect it as soon as you're finished.
16. When disconnecting a power tool, always pull the plug. Never yank on the cord.
17. Check the switch before you connect the tool. Always check the switch first, to make sure it's in the "off" position before you connect a tool.
18. Keep the power cord out of the way where no one will trip over it. Also keep the cord clear of the tool; avoid damaging the cord with the tool bit.
19. Always disconnect the tool before you make any changes or adjustments. Don't make any changes or adjustments while the tool is connected.

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PORTABLE POWER TOOL
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- 20. Hold the tool firmly. It may twist when you turn it on. Hold the tool so you always have control of it.
- 21. Don't over-reach. Keep yourself balanced.
- 22. Always lay tools down gently. Never toss them or throw them down.
- 23. Wait until the tool has come to a complete stop before you set it down.
- 24. 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.