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STUDY GUIDE POWER EQUIPMENT SAFETY

NAME: _____
CLASS OR PERIOD: _____
DATE OF INSTRUCTION: _____

1. Be sure to use protective clothing whenever you operate power equipment. Wear safety goggles or a face shield; keep long hair tucked under a cap; don't wear loose clothing; keep sleeves buttoned down or rolled up neatly; wear protective, insulating hard shoes or boots.
2. Don't use any power tools until you've been shown how to use them correctly and safely. Don't use a tool unless you *understand* how to use it properly. If you're not sure, ask.
3. You must have your instructors' permission before you use any power equipment.
4. Power equipment may be used *only* when the instructor is in the shop. No power equipment may be used unless the instructor is present.
5. If you don't feel well or if you can't concentrate, tell the instructor. Don't use any of the tools or equipment unless you can give your full attention to what you're doing.
6. Keep your hands *and* the equipment wiped free of excess oil, grease or dirt.
7. Keep gas welding equipment *away* from electrical power equipment. Sparks from a power switch, a motor, or from the work itself could cause an explosion, or a fire, or both.
8. Your hands must be dry when you work around electricity, and you must be standing on a dry floor. Avoid being "grounded" when you work with electricity.
9. When you approach a machine, be sure the person who used it before you has turned it off and it's completely stopped.
10. Check to be sure all the safety guards are in place and working properly. Do not remove a safety guard without the instructors' permission.
11. Be sure the equipment is in good condition and working properly. If there is a cutting tool, it must be clean, sharp and in good condition. Check adjustments, chucks, levers, cables, chains, bolts or retaining pins; the equipment must be adjusted correctly and working properly.
12. If a machine doesn't sound right or if it isn't working properly, don't use it. Turn it off and tell the instructor.
13. If the work is to be fastened to the equipment in some way, make sure it's fastened correctly and firmly.
14. Use the power equipment *only* for what it was designed to do. Use it for the work it was made to do, and use it for the *size* of the job it was built for. Don't over-load a machine *or* use it for something too small to be safe.
15. If any major adjustments or changes have to be made on the setup of the machine, get permission first, before you make any changes.
16. Disconnect the equipment at the power source before you make any major changes or adjustments.
17. Minor adjustments must be made with the machine turned off and completely stopped.
18. Work in well lighted areas. You must be able to see clearly in order to work safely. Allow yourself plenty of light.

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19. Avoid breathing any dust, smoke or fumes that may result from using a power tool. Dust, smoke and fumes are health hazards.
20. Keep yourself balanced. Don't over-reach or put your weight on a machine.
21. Don't let anyone distract you while you're operating power equipment. Keep your full attention on what you're doing. Don't distract someone else while they are using the equipment.
22. Stay out of danger zones while someone is using the equipment, and make sure others stay clear when you operate it.
23. When you're finished using a machine, turn it off and stay with it until it comes to a complete stop.
24. After the machine is completely stopped, clean up the equipment and the work area. Pick up parts and tools, wipe up dirt or metal particles and dust. Don't use your hands to wipe off dirt or metal particles. Use a brush or a rag to clean up.
25. These aren't *all* the safety procedures that apply to the power equipment. Each tool or machine requires specific knowledge and precautions. The safety regulations for each piece of equipment are for *your* protection. *Please*, know the safety procedures, use them, and stay safe.