### Safety Study Guide

## Safety Study Guide

BAGOFHAM

*Basic Lab Safety*

Foundations of Technology

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Instructions: Read and study the safety rules as presented in the target session.

1. Always wear eye protection.
2. Use equipment only with the instructor’s permission.
3. Use the equipment only when the instructor is in the shop.
4. Report all accidents or injuries immediately no matter how small.
5. Do not use defective equipment.
6. Never use equipment until you have been properly instructed in its use.
7. Loose clothing can cause injuries.
8. Long hair must be tied back in a bun (not pony tail).
9. No jewelry should be worn in the shop.
10. Wear closed toe shoes or boots.
11. A dust mask should be worn when working where there is a lot of wood dust.
12. Finishing materials should only be used in well ventilated areas.
13. Always clean up spilled materials.
14. Used rags are to be kept in a ventilated metal container.
15. Keep cabinet doors and drawers closed.
16. Never leave anything on the floor that could be slipped on or tripped over.
17. Close vises when they are not in use.
18. Don’t distract someone while they are using the equipment.
19. Never fool around or play in the shop.
20. Carry sharp tools with the edge or point held down toward the floor.

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### Safety Study Guide

BAGOFHAM

*Hand Tool Safety*

Production Technology

Instructions: Read and study the safety rules as presented in the target session.

1. Always wear eye protection when working in the shop.
2. Use only the type of tools that are designed for the work you are doing.
3. Always use the right size tool for the job
4. Check tools to be sure they are sharp, clean and in good condition before you use them.
5. Don’t use a tool that is dull, broken or damaged.
6. Tools should always be carried by the handle.
7. Carry sharp tools so the edge or the points is aimed down toward the floor.
8. The material should be fastened down so that both hands are left free to use the tools.
9. Never lay tools down near the edge of the bench where they could roll off, or where someone could bump into them.
10. Never aim a cutting tool toward yourself or toward anyone else.
11. Keep your hands and arms behind the cutting edge of the tool.
12. Tools that are not in use should be returned to the assigned storage area.
13. Tools should be used only if you understand how to use them correctly and safely.

### Safety Study Guide

## Safety Study Guide

BAGOFHAM

*Drill Press Safety*

Production Technology

Instructions: Read and study the safety rules as presented in the target session.

1. Long hair must be tied back in a bun when you operate the drill press.
2. Use only bits that are designed and manufactured for machine operation.
3. Be sure the bit is sharp, straight and in good condition.
4. Set the drill speed for the type of cut that is going to be made.
5. The clearance hole in the center of the table must be lined up directly under the cutting tool.
6. Use clamps to hold the material firmly in the table.
7. Use the chuck key to tighten the chuck.
8. Check twice to be sure the chuck key has been removed from the chuck before you turn on the drill press.
9. Keep your hands and fingers away from the area directly under the drill bit.
10. Back out of a deep cut from time to time to prevent the bit from clogging and over-heating.
11. A backer board should be used under the material when a hole is to be drilled all the way through the stock.
12. The drill press must be completely stopped before changes or adjustments are made.
13. Let the drill press coast to a stop. Never try to stop it by hand.
14. Use a brush to clear waste material from the drill press table or blow it away with your mouth.
15. Never leave the drill press while it is still running. Wait for it to come to a complete stop before you leave it.
16. Get the instructor’s permission before you use any special set-ups or attachments.

### Safety Study Guide

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BAGOFHAM

*Bandsaw Safety*

Production Technology

Instructions: Read and study the safety rules as presented in the target session.

1. The wheel guards must be closed and locked before the saw is turned on.
2. The blade guide should be adjusted so that it is about ¼ inch above the material you are going to cut.
3. When you switch on the saw, make sure it is tracking properly.
4. If the saw makes a clicking noise while it is running, turn it off immediately.
5. Never stand on the right side of the table, and don't let anyone else stand on that side while the saw is running.
6. If the blade breaks, get out of the way immediately.
7. Never make adjustments on the saw while it is running.
8. Make sure the material is clear of the blade.
9. Wait for the saw to come up to full speed before you start the cut.
10. Feed the material smoothly and evenly through the cut. Don't force it.
11. Do not back out of a cut while the saw is running. Stop the saw and wait for it to come to a complete stop.
12. A narrow blade should be used for cutting small circles or shape curves. Relief cuts should be made first.
13. Guide the material so your hands and fingers are never in the path of the cut. Keep them out of the line of the cut.
14. Use a piece of wood to remove scraps from around the blade.
15. The material must be held down firmly against the table while it is being cut.
16. Plan the cut so you can keep your balance all the way through the cut.
17. You should never try to cut cylindrical stock on the bandsaw.
18. Always turn the bandsaw off and wait for it to come to a complete stop before you leave it.
19. Do not use the bandsaw until you understand how to use it correctly and safely.