

Educational Course Attendance Verification Form

Attendee's Name: _____ Date: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ - _____ Cell: (_____) _____ - _____

Email address: _____

Attendee's Credential Number: _____

List the name of each credential held by attendee: _____

Course Title: **Hand & Power Tool Safety**

Credit Hours: 6 hrs.

To Be Completed By AdvancedConEd Personnel:

Course Password: _____

Course ID#: _____

Attendee passed the course with a greater than 70% score on: Date: _____

Instructor's Signature _____

Instructor's Credential #: _____

Payment Form

Payment Instructions:

If paying by credit card - please mail/e-mail (margarita@advancedconed.com) this form, the “Educational Course Attendance Verification Form” and the “Answer Sheet” as indicated below.

Please circle one: Visa MasterCard Discover AmEx

Name on Card: _____

16 digit account #: _____ - _____ - _____ - _____

Expiration Date: _____ / _____

3-Digit Security Code on back of Card: _____

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ZIP Code: _____ (The Zip Code where the monthly statement is mailed.)

Signature: _____

If paying by check – please mail this form, the “Educational Course Attendance Verification Form”, the “Answer Sheet” and your check to:

AdvancedConEd
PO Box 140824
Tulsa, OK 74014

When submitting by mail, we recommend that you utilize a mail service which will give you a tracking number.

Questions – please call 918-804-5673 or e-mail margarita@advancedconed.com .

NOTE: This page will be destroyed after payment is confirmed if paying by credit card.

ANSWER SHEET

WI Course #18132 - Hand & Power Tool Safety

Name: _____ Credential Number: _____

Phone Number: (_____) _____ - _____

(Please circle your answers)

- | | | | |
|-------------|-------------|-------------|-------------|
| 1) A B C D | 16) A B C D | 31) A B C D | 46) A B C D |
| 2) A B C D | 17) A B C D | 32) A B C D | 47) A B C D |
| 3) A B C D | 18) A B C D | 33) A B C D | 48) A B C D |
| 4) A B C D | 19) A B C D | 34) A B C D | 49) A B C D |
| 5) A B C D | 20) A B C D | 35) A B C D | 50) A B C D |
| 6) A B C D | 21) A B C D | 36) A B C D | 51) A B C D |
| 7) A B C D | 22) A B C D | 37) A B C D | 52) A B C D |
| 8) A B C D | 23) A B C D | 38) A B C D | 53) A B C D |
| 9) A B C D | 24) A B C D | 39) A B C D | 54) A B C D |
| 10) A B C D | 25) A B C D | 40) A B C D | 55) A B C D |
| 11) A B C D | 26) A B C D | 41) A B C D | 56) A B C D |
| 12) A B C D | 27) A B C D | 42) A B C D | 57) A B C D |
| 13) A B C D | 28) A B C D | 43) A B C D | 58) A B C D |
| 14) A B C D | 29) A B C D | 44) A B C D | 59) A B C D |
| 15) A B C D | 30) A B C D | 45) A B C D | 60) A B C D |

@Aardvark Classes



Hand & Power Tool Safety Exercise

70% (42 correct answers) required for credit
\$40.00 Fee

Slide 1

- 1) This presentation does not itself alter or determine _____, which are set forth in OSHA standards themselves and the Occupational Safety and Health Act of 1970.
 - a) Safety requirements
 - b) Compliance responsibilities
 - c) Enforcement policy
 - d) Administrative interpretations

Slide 2

- 2) This presentation is designed to present to _____ and employers a summary of the basic safety procedures and safeguards associated with hand and portable power tools.
 - a) Students
 - b) Tradesmen
 - c) Employees
 - d) Retirees
- 3) This presentation should not be considered as a _____ for the full OSHA safety and health standards.
 - a) Substitute
 - b) Shortcut
 - c) Copy
 - d) Original

Slide 3

- 4) Employees who use hand and power tools and are exposed to the hazards of falling, flying, abrasive, and splashing objects, or to harmful dusts, fumes, mists, vapors, or gases must be provided with the appropriate _____.
 - a) Personal protective equipment
 - b) Tools
 - c) Power cords
 - d) Medical Insurance
- 5) When a _____ power source is used for construction a ground-fault circuit interrupter should be used.
 - a) Positive
 - b) Temporary
 - c) Standard
 - d) Permanent

- 6) _____ should be trained in the proper use of all tools.
- a) Students
 - b) Managers
 - c) Employees
 - d) The owner
- 7) Examine each tool for _____ before use and do not use damaged tools.
- a) Function
 - b) Ware
 - c) Operating instructions
 - d) Damage
- 8) Operate tools according to the _____.
- a) Supervisor's instruction
 - b) Manufacturer's instruction
 - c) What seems right
 - d) The type of work that needs to be done

Slide 4

- 9) Employees and employers should work _____ to establish safe working procedures.
- a) As a team
 - b) Together
 - c) Overtime
 - d) As directed
- 10) If a hazardous situation is encountered, it should be brought immediately to the attention of _____ for hazard abatement.
- a) Your supervisor
 - b) The foreman
 - c) The safety team
 - d) The proper individual

Slide 5

- 11) Hand tools are tools that are powered _____.
- a) Manually
 - b) Electrically
 - c) Pneumatically
 - d) Hydraulically
- 12) Workplace _____ shall be kept as clean and dry as possible to prevent accidental slips with or around dangerous hand tools.
- a) Windows
 - b) Floors
 - c) Areas
 - d) Equipment

- 13) Power tools must be fitted with _____; they are extremely hazardous when used improperly.
- a) Guards and safety switches
 - b) Electrical grounds
 - c) Power cords
 - d) Kill switches

Slide 6

- 14) The _____ is responsible for the safe condition of tools and equipment used by employees.
- a) Employee
 - b) Union steward
 - c) Safety team
 - d) Employer
- 15) Employees, when using saw blades, knives, or other tools, should direct the tools _____ aisle areas and _____ other employees working in close proximity.
- a) Away from, away from
 - b) Away from, towards
 - c) Towards, away from
 - d) Towards, towards
- 16) _____ saw blades must be removed from service.
- a) Cracked
 - b) Dull
 - c) Sharp
 - d) Bent
- 17) The wooden handles of tools must not be _____.
- a) Taped
 - b) Splintered
 - c) Covered in sap
 - d) Painted
- 18) Where a flammable hazard exists, _____ tools made of non-ferrous materials should be used.
- a) Spark-resistant
 - b) Safety
 - c) Painted
 - d) Manual

Slide 7

To prevent hazards associated with the use of power tools, workers should observe the following general precautions:

- 19) Set the tool down before _____ (plugging-in) the tool.
- a) Starting
 - b) Unplugging or
 - c) Energizing

- d) Using
- 20) _____ tools when not using them, before servicing and cleaning them, and when changing accessories such as blades, bits, and cutters.
- a) Turn off
 - b) Disconnect
 - c) Set down
 - d) Inspect

- 21) Keep all _____ not involved with the work at a safe distance from the work area.
- a) People
 - b) Employees
 - c) Tools
 - d) Materials

Slide 8

- 22) Do not hold _____ on the switch button while carrying a plugged-in tool.
- a) Matches
 - b) Hands
 - c) Fingers
 - d) Tools
- 23) Wear proper _____ for the task. Loose clothing, ties, or jewelry can become caught in moving parts.
- a) Safety glasses
 - b) Gloves
 - c) Apparel
 - d) Boots
- 24) Remove all damaged portable electric tools from use and tag them: “_____.”
- a) Broken
 - b) Do Not Use
 - c) Needs Repair
 - d) OK

Slide 9

- 25) The exposed moving parts of power tools need to be _____.
- a) Sharp
 - b) Oiled
 - c) Safeguarded
 - d) Maintained
- 26) Safety guards must never be removed when a tool is being _____.
- a) Used
 - b) Serviced
 - c) Stored
 - d) Sharpened

Slide 10

- 27) Hand-held power tools such as circular saws, chain saws, and percussion tools with no means of holding accessories securely must be equipped with a _____.
- a) Guard
 - b) Electrical ground
 - c) Constant-pressure switch
 - d) Kill switch

Slide 12

- 28) Hand (manual) tools need no _____ power source.
- a) External
 - b) Electric
 - c) Pneumatic
 - d) Hydraulic

Slide 13

- 29) Among the most serious hazards of _____ are electrical burns and shocks.
- a) Manual tools
 - b) Hydraulic tools
 - c) Pneumatic tools
 - d) Electric tools
- 30) To protect the employee from shock and burns, electric tools must have a three-wire cord with a _____ and be plugged into a grounded receptacle, be double insulated or be powered by a low-voltage isolation transformer.
- a) Ground
 - b) Adaptor
 - c) Plug
 - d) Ground-fault circuit interrupter
- 31) Any time an _____ is used to accommodate a two-hole receptacle, the adapter wire must be attached to a known ground.
- a) Ground
 - b) Adaptor
 - c) Plug
 - d) Ground-fault circuit interrupter

Slide 14

The following general practices should be followed when using electric tools:

- 32) Operate electric tools within their _____ limitations.
- a) Temperature
 - b) Humidity
 - c) Design
 - d) Voltage

- 33) Do not use electric tools in _____ locations unless they are approved for that purpose.
- a) Dark
 - b) Damp or wet
 - c) Cold
 - d) Hot
- 34) In the construction industry, employees who use electric tools must be protected by _____ or an assured equipment-grounding conductor program.
- a) Grounds
 - b) Adaptors
 - c) Plugs
 - d) Ground-fault circuit interrupters

Slide 16

- 35) Before an abrasive wheel is mounted, it must be inspected closely for damage and should be _____ to ensure that it is free from cracks or defects.
- a) Inspected
 - b) Approved
 - c) Sound- or ring- tested
 - d) Held to a light
- 36) To test _____, they should be tapped gently with a light, non-metallic instrument. If the wheels sound cracked or dead, they must not be used because they could fly apart in operation.
- a) Chrome wheels
 - b) Magnesium wheels
 - c) Abrasive wheels
 - d) Wire wheels
- 37) A stable and undamaged wheel, when tapped, will give a clear metallic tone or "_____."
- a) Thud
 - b) Ring
 - c) Echo
 - d) Pitch

Slide 17

- 38) To prevent an abrasive wheel from cracking, it must fit _____ on the spindle.
- a) Freely
 - b) Loosely
 - c) Tight
 - d) Snug
- 39) The spindle speed of the machine should never exceed the _____ marked on the wheel.
- a) Diameter
 - b) Ratio
 - c) Maximum operating speed
 - d) Purpose

- 40) An abrasive wheel may _____ or explode during start-up.
- a) Disintegrate
 - b) Wobble
 - c) Stop working
 - d) Become stuck

Slide 18

- 41) Pneumatic tools are powered by _____.
- a) Electricity
 - b) Manual force
 - c) Hydraulic fluid
 - d) Compressed air
- 42) _____ must be checked to see that the tools are fastened securely to the air hose to prevent them from becoming disconnected.
- a) Manual tools
 - b) Pneumatic tools
 - c) Electric tools
 - d) Hydraulic tools

Slide 19

- 43) Pneumatic tools that shoot nails, rivets, staples, or similar fasteners and operate at pressures more than _____ pounds per square inch (PSI), must be equipped with a special device to keep fasteners from being ejected, unless the muzzle is pressed against the work surface.
- a) 10
 - b) 50
 - c) 100
 - d) 500
- 44) Airless spray guns that atomize paints and fluids at pressures of _____ pounds or more per square inch must be equipped with automatic or visible manual safety devices that will prevent pulling the trigger until the safety device is manually released.
- a) 100
 - b) 500
 - c) 1,000
 - d) 5,000

Slide 20

- 45) _____ is required, and head and face protection is recommended for employees working with pneumatic tools.
- a) An isolated area
 - b) A helper
 - c) Health insurance
 - d) Eye protection

- 46) Workers operating a jackhammer must wear _____ that protect them against injury if the jackhammer slips or falls.
- a) Electrically conductive shoes
 - b) Safety glasses and safety shoes
 - c) Heavy gloves
 - d) A hard hat
- 47) Working with noisy tools such as jackhammers requires proper, effective use of appropriate _____ protection.
- a) Hearing
 - b) Electrically conductive shoes
 - c) Heavy gloves
 - d) A hard hat

Slide 21

- 48) The worker must be careful to handle, transport, and store gas or fuel only in _____ containers, according to proper procedures for flammable liquids.
- a) Open
 - b) Closed
 - c) Approved flammable liquid
 - d) Metal
- 49) Before _____ a fuel-powered tool tank, the user must shut down the engine and allow it to cool to prevent accidental ignition of hazardous vapors.
- a) Opening
 - b) Refilling
 - c) Closing
 - d) Venting

Slide 22

- 50) The manufacturer's recommended safe operating pressure for hoses, valves, pipes, filters, and other fittings must not be _____.
- a) Exceeded
 - b) Forgotten
 - c) Covered
 - d) Removed
- 51) A jack should never be used to support a _____.
- a) Pneumatic tools
 - b) Electric tools
 - c) Hydraulic tools
 - d) Lifted Load
- 52) Once the load has been _____, it must immediately be blocked up.
- a) Supported
 - b) Lifted
 - c) Lowered
 - d) Removed

Slide 24

- 53) Powder-actuated tools operate like a _____ and must be treated with extreme caution.
- a) Loaded gun
 - b) Teenager
 - c) Other tools
 - d) Safety glasses and safety shoes
- 54) Powder-actuated tools must be operated only by _____.
- a) Managers
 - b) Safety personnel
 - c) Specially trained employees
 - d) Hearing protection
- 55) When using powder-actuated tools, an employee must wear suitable _____ protection.
- a) Foot
 - b) Metatarsal
 - c) Shin
 - d) Ear, eye, and face
- 56) The user must select a powder level—high or low velocity—that is appropriate for the powder-actuated tool and necessary to do the work without _____.
- a) Confusion
 - b) Excessive force
 - c) Assistance
 - d) Manufacturer's instructions

Slide 25

- 57) Inspect a powder-actuated tool before using it to determine that it is clean, that all moving parts operate freely, and that the barrel is free from obstructions and has the proper shield, guard, and attachments recommended by _____.
- a) The manufacturer
 - b) Your supervisor
 - c) Company safety personnel
 - d) Fellow workers
- 58) Do not leave a loaded powder-actuated tool _____, especially where it would be available to unauthorized persons.
- a) In the tool box
 - b) Unattended
 - c) Up-side down
 - d) With your supervisor

Slide 26

- 59) Do not fire powder-actuated fasteners into material that would allow the fasteners to _____ to the other side.
- a) Pass through
 - b) Ricochet
 - c) Dead head
 - d) Splinter
- 60) Do not drive fasteners into very hard or brittle material that might chip or splatter, or make the fasteners _____.
- a) Pass through
 - b) Ricochet
 - c) Dead head
 - d) Splinter