

## Shop Use Agreement Safety Quiz

1. Working safely in the shop can be divided into two main topics of concern \_\_\_\_\_ and \_\_\_\_\_.
2. What types of injuries/dangers could occur from the following materials/operations?  
Cutting operations: \_\_\_\_\_  
Grinding Wheels: \_\_\_\_\_  
Rotating tools and Work Pieces: \_\_\_\_\_  
Welding: \_\_\_\_\_  
Liquid Metals: \_\_\_\_\_
3. Workers who work safely can avoid being injured. They must \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.
4. Wear \_\_\_\_\_ at all times in the shop.
5. Wear \_\_\_\_\_ made of hard smooth-finished fabrics that will not \_\_\_\_\_ . Long sleeves should be \_\_\_\_\_ or \_\_\_\_\_ above the elbow.
6. Safety shoes are best, but ordinary leather shoes offer considerable protection. \_\_\_\_\_ shoes and \_\_\_\_\_ offer no protection and are not allowed in the shop.
7. Remove all \_\_\_\_\_ before working with machines. Watches, rings, necklaces and bracelets can \_\_\_\_\_ and \_\_\_\_\_.
8. If you choose to have long hair, you must \_\_\_\_\_ or under \_\_\_\_\_ to keep it from \_\_\_\_\_.
9. Never \_\_\_\_\_ while operating machinery. They are easily caught in moving parts and may \_\_\_\_\_. Gloves must be used when \_\_\_\_\_, \_\_\_\_\_ or \_\_\_\_\_.
10. Do not use any machine that you are not \_\_\_\_\_. You must know all the safety aspects of every machine you operate and you must be

familiar with all aspects of its operation. If you are not checked out or if you are not sure of your status with a particular machine, \_\_\_\_\_.

11. Inspect any machine that you use, to see that \_\_\_\_\_ and \_\_\_\_\_.
12. See that the \_\_\_\_\_ and \_\_\_\_\_ are securely tightened in the machine so that \_\_\_\_\_ or \_\_\_\_\_ cannot loosen them.
13. Always keep your \_\_\_\_\_ from moving machinery or any \_\_\_\_\_ that may move unexpectedly. Never use \_\_\_\_\_ to stop moving machines or parts such as a lathe or drill press chuck.
14. Never leave a \_\_\_\_\_. Someone not expecting the machine to be running may be injured. Always \_\_\_\_\_.
15. Always stop a machine before \_\_\_\_\_. Tools you are using may get caught in the \_\_\_\_\_. It is impossible to \_\_\_\_\_ a moving part.
16. Notify the \_\_\_\_\_ of out-of-order machines so that lock out tag out procedures can be administered by trained personnel.
17. When \_\_\_\_\_ on \_\_\_\_\_, see that the machine is completely stopped before handling the belt.
18. Handle materials carefully to avoid being cut. Test materials that may be hot before touching them. Get \_\_\_\_\_ or \_\_\_\_\_ or machine parts. Also \_\_\_\_\_ when handling \_\_\_\_\_ pieces to avoid injury or damaging equipment.
19. Use a \_\_\_\_\_, a piece of \_\_\_\_\_ or a \_\_\_\_\_ to sweep away chips created in machining. Never \_\_\_\_\_. Chips are hot and sharp and sometimes still attached to the rotating parts of the work.
20. Never use compressed air to \_\_\_\_\_ from a machine or work station unless you can do so safely.
21. Keep the area around your machine clear of \_\_\_\_\_ and other waste and tools that may cause \_\_\_\_\_. Keep floors clear of \_\_\_\_\_, \_\_\_\_\_ and other \_\_\_\_\_ that may cause someone to \_\_\_\_\_.
22. Do not disturb someone who is actively involved in operating a machine or other potentially hazardous equipment. You may cause them to make a mistake

which may cause an accident. A strict \_\_\_\_\_ will be enforced at all times.

23. The improper use of hand tools frequently results in \_\_\_\_\_. Simplicity of the tool does not reduce its possible hazard.
24. Use the right tool for the job to be performed. This is an issue for \_\_\_\_\_ as well as \_\_\_\_\_. See that the tools and your hands are \_\_\_\_\_ and free of \_\_\_\_\_ or \_\_\_\_\_ before use so that the tools can be held firmly.
25. Cutting tools should be sharp when using them. Dull tools cause accidents because they require \_\_\_\_\_ to use them. Dull tools require \_\_\_\_\_ and may never accomplish the work.
26. Edge tools should be carried with their points and cutting edges \_\_\_\_\_. Heads of cold \_\_\_\_\_ and \_\_\_\_\_ must not be allowed to \_\_\_\_\_ or \_\_\_\_\_. They must be properly dressed or repaired.
27. The laws of safety which we must all follow require that persons \_\_\_\_\_ must be trained on that \_\_\_\_\_ and there by qualified to operate it. You must be trained on \_\_\_\_\_. In other words, if you are trained to operate horizontal lathes, you are presumed to be trained on all horizontal lathes regardless of manufacturer and minor variations between machines and machine models. The same will apply to milling machines, drills and grinders, etc.