**CIRCLE “T” for TRUE OR “F” FOR FALSE TO ANSWER THE FOLLOWING:**

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| **Safe Working Procedures and Instruction** |
| **General Workshop Procedures** |
| ***The risk of injury when undertaking workshop activities is LOW***  |

1. Running is forbidden in the workshop. T/F
2. Scrap materials and offcuts should be left on the floor and/or the bench T/F
3. Soft topped shoes and thongs can be safely worn in the workshop T/F
4. Protective clothing and equipment is to be worn during practical lessons T/F
5. Safety zones are necessary around machinery and other hazardous areas T/F
6. Tools, materials or other items must not be left on the edges of benches T/F
7. Blunt, damaged or badly adjusted tools should be reported to the teacher T/F
8. It is ok to crowd around and distract another student while they are using tools or machinery T/F
9. If you have any doubts about any operation, ask the teacher T/F
10. Hair must be tied back or restrained when working around machinery and power tools T/F
11. Only major accidents need to be reported to your teacher T/F
12. All jobs should be clamped to the bench or held in a vice when being worked on T/F
13. The operator is responsible for switching machinery on or off T/F
14. You do not need to ask permission to use tools and equipment in the workshop T/F
15. Eye protection must always be worn while using machinery or power tools T/F
16. Running in the workshop is permitted if you are in a hurry T/F
17. Explain one particular hazard that could be encountered in the workshop and state how you can minimize your risk of accident or injury?

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