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| **Safe Working Procedures**  |
| **General Workshop Procedures** |

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

1. Running is forbidden in the workshop. T or F
2. Scrap materials and offcuts should be left on the floor and/or the bench T or F
3. Soft topped shoes and thongs can be safely worn in the workshop T or F
4. Protective clothing and equipment is to be worn during practical lessons T or F
5. Safety zones are necessary around machinery and other hazardous areas T or F
6. Tools, materials or other items must not be left on the edges of benches T or F
7. Blunt, damaged or badly adjusted tools should be reported to the teacher T or F
8. It is ok to crowd around and distract another student while they are using tools or machinery

 T or F

1. If you have any doubts about any operation, ask the teacher T or F
2. Hair must be tied back or restrained when working around machinery and power tools T or F
3. Only major accidents need to be reported to your teacher T or F
4. All jobs should be clamped to the bench or held in a vice when being worked on T or F
5. The operator is responsible for switching machinery on or off T or F
6. You do not need to ask permission to use tools and equipment in the workshop T or F
7. Eye protection must always be worn while using machinery or power tools T or F
8. Running in the workshop is permitted if you are in a hurry T or F
9. Describe 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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