

HAND & POWER TOOL TRAINING SYLLABUS

Description: Training will inform employees of the hazards of using hand and power tools on the job. Information will be provided on objects falling, harmful dust, fumes, mists, vapor, gases, damaged electrical cords and improper grounding. Safe work practices will be discussed with certain tools.

Course start time: 7:30am – 4:00pm CBT Lab hours

Course Length: Approximately 15-30 minutes including test. (Course is 10 minutes in length)

Presentation Method: CBT – Computer Based Training

Audience: Any employee whose work will involve the use of hand and power tool.

Subjects covered (topics):

Hazard	Basic safety rules	Hand tool hazards
Protection	Power tools	Switches
Precautions	Electric power tools	Good practices
Abrasive wheels and tools	Guarding	Points of operation
Protection	Radial saw guarding	Portable circular saw
Table saw guarding	Pneumatic tools	Fastening
Connections	Safety	Compressed air cleaning
Liquid fuel tools	Powder actuated tools	Jacks
Capacity	Blocking	Test

Objectives: Upon completion of the course, trainees will have a general awareness knowledge of the following:

1. Hazards that are present when using any hand or power tool
2. Possible types of power tools used at the jobsite
3. Guarding
4. Safe work practices involved with the use of hand and power tools

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Test Information: Test consist of 10 questions and will require 70% or higher to pass the course.