

# HAMMER

## Maintenance

- Check to see if the handle is loose, cracked or splintered
- If damage is present handle should be replaced
- Examine the face and claw of the hammer for cracks, chips or distortions of its original shape
- If damage of this kind is noted, this tool should be replaced



## Quiz Answers

*safety eye protection, grip,  
behind, feet, draw, one,  
hold, saw*

# GLUE GUN

## Maintenance

- Check to make sure that the cord or plug is not damaged or frayed. If it is, the glue gun should be discarded
- Check to make sure the stand is functioning. If not, you will need to use a glue gun stand to keep the tool upright when being used, heating up or cooling down before storage
- Excess glue should be removed from the tool while still hot, using a large piece of tinfoil in a ball shape, so that you can both wipe the nozzle as well as the body.
  - Note: Protective heat resistant gloves should be worn while doing this



## Quiz Answers

*safety eye protection, safety gloves, stand, wait, move, join, burns, cool*

# HAND DRILL

## Maintenance

- Check turning handle and chuck for smooth movement
- Turning hand and chuck can be lubricated with penetrating oil (eg., WD40)
- Drill bits should be stored without a case and not touch other bits
- Bent or broken bits should be discarded



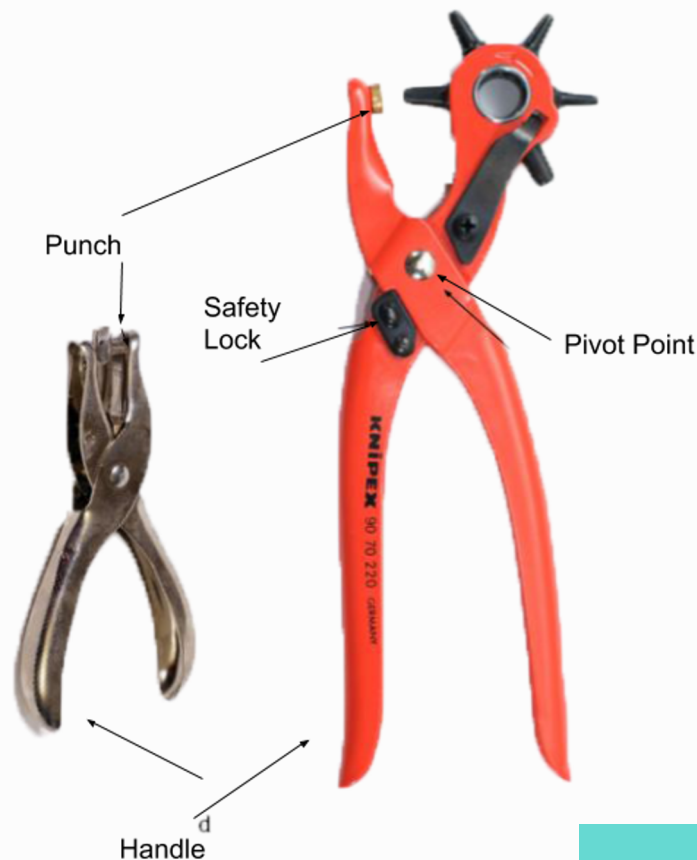
## Quiz Answers

*safety eye protection, held, behind, feet, mark, angle, slowly, reverse*

# PUNCH

## Maintenance

- Check the punch and handles for chips or cracks
- If punch has a safety lock, check that it is functioning
- Spring loaded tools should be checked for smooth operation
- Any hinge points or springs should be regularly lubricated with penetrating oil (eg., WD40)
- The metal parts should be cleaned with oil (eg., vegetable oil) on a regular basis to avoid rusting



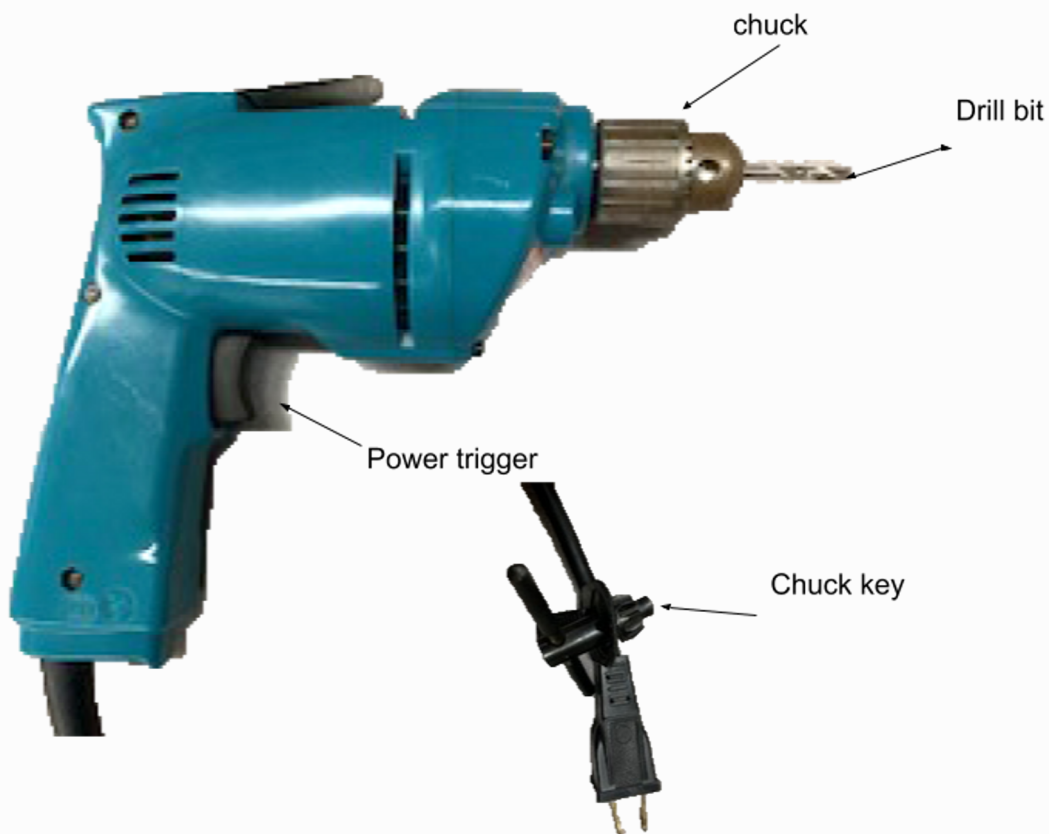
### Quiz Answers

*safety eye protection,  
hand, punch, feet, one,  
two, accidentally, work  
surface*

# POWER DRILL

## Maintenance

- Ensure that the chuck is lubricated periodically
- Make sure drill bits are in good working condition (e.g., not broken, bent or damaged)
- Ensure that chuck keys are stored properly in a safe spot
- Check that cords are in good repair
- Check that batteries are maintained and that the charger is free from damage



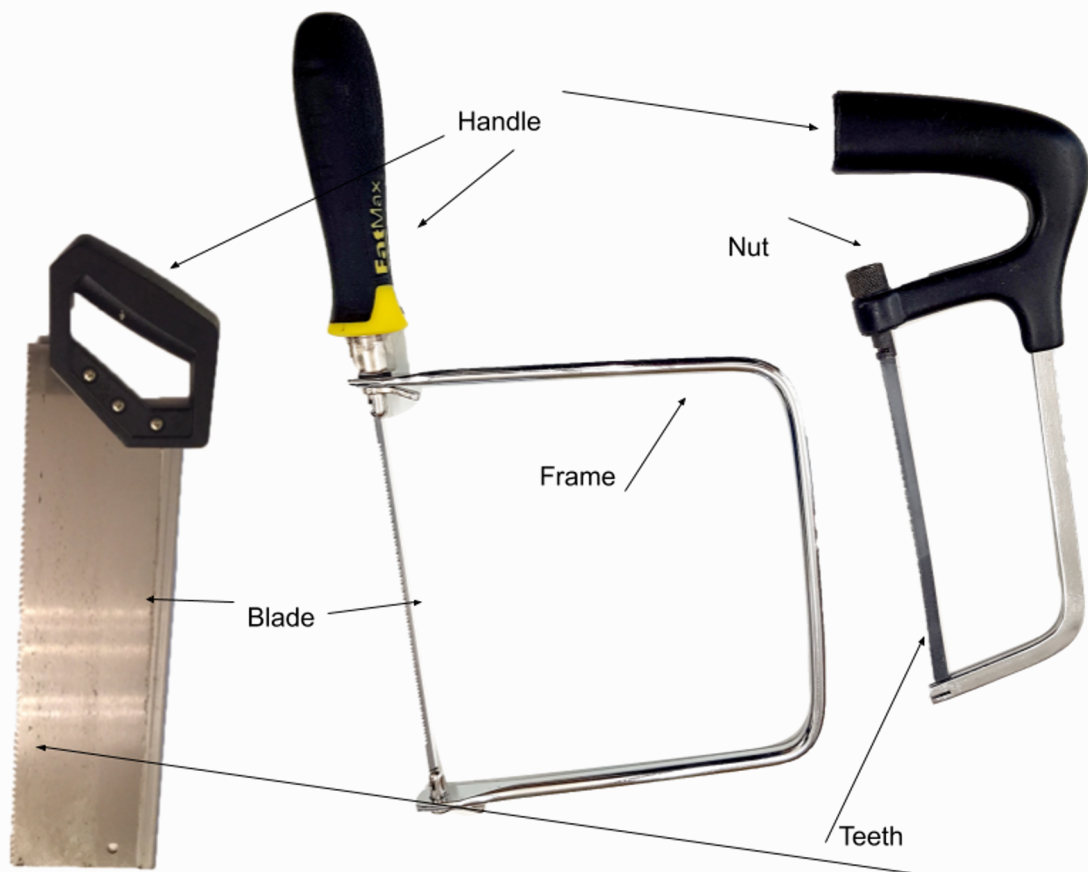
### Quiz Answers

*hold, drill bit, chuck  
key, drill bit, eye  
protection, cord, sharp,  
secure*

# HAND SAWS

## Maintenance

- Wipe teeth down with a dry cloth to remove dust
- Check teeth for damage. If the blade is damaged, discard it and replace
- When storing the saws, you should cover the blade and store flat or hang up the tool to avoid pressure being put on the blade and warping it



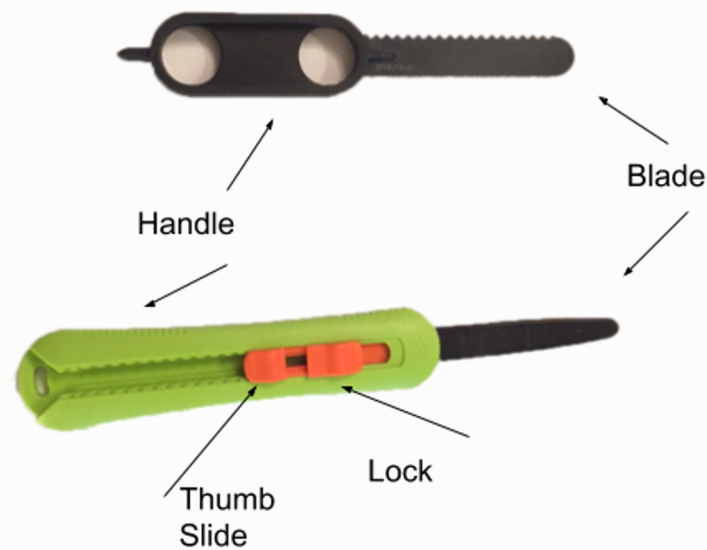
## Quiz Answers

*safety eye protection,  
secured, behind, feet,  
draw, one, hold, saw*

# BLADED TOOLS

## Maintenance

- Check the blade to make sure no teeth are missing or cracked
  - If they are, replace the blade or discard the tool
- Test the thumb slide and lock for proper operation
  - If they are not working properly they should be discarded
- Clean blade with a dry cloth, regularly



## Quiz Answers

*safety eye protection,  
far, behind, feet, draw,  
one, hold, blade*

# SNIPS

## Maintenance

- Check blades and handles for chips or cracks
- If snips have a safety lock, check that it is functioning
- Spring loaded tools should be checked for smooth operation
- Any hinge points or springs should be regularly lubricated with penetrating oil (eg., WD40)
- The rest of the metal parts should be cleaned with oil (eg., vegetable oil on a regular basis to avoid rusting)



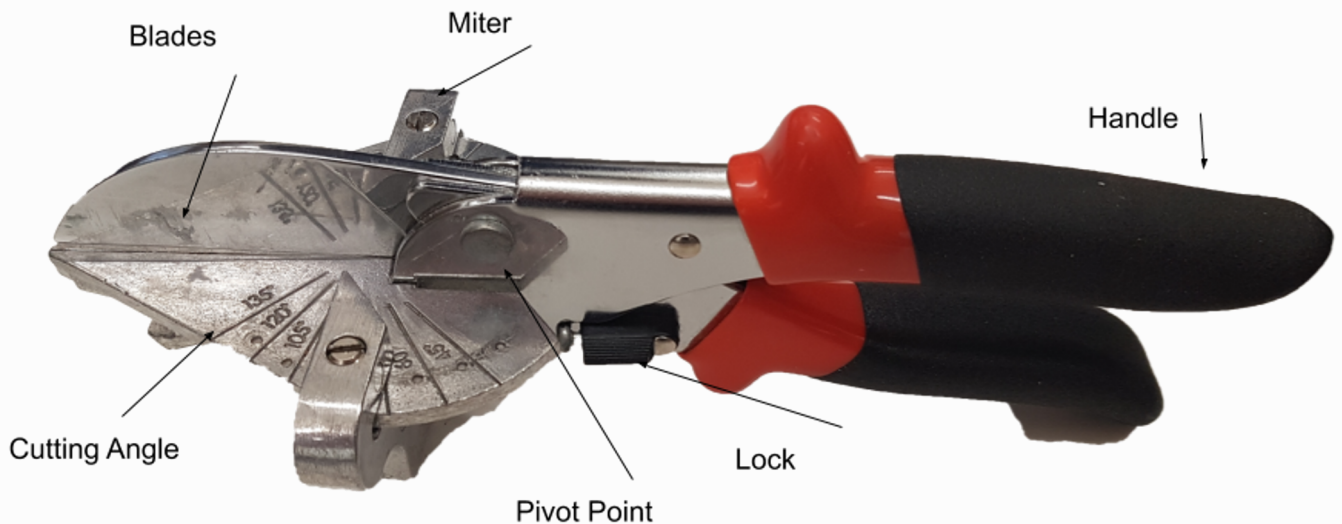
## Quiz Answers

*safety eye protection,  
far, behind, feet, draw,  
one, hold, lock*

# EASY CUTTERS

## Maintenance

- Check blades for chips or cracks
- Check safety lock to see if it is functioning
- Spring loaded tools should be checked for smooth operation
- Any hinge points or springs should be regularly lubricated with penetrating oil (eg., WD40)
- The rest of the metal parts should be cleaned with oil (eg., vegetable oil) on a regular basis to avoid rusting



## Quiz Answers

*safety eye protection,  
blades, behind, feet,  
draw, one, secure,  
locked*

# PALM SANDER

## Maintenance

- Sandpaper will have to be changed regularly
- If you are using a flat blade to lift sandpaper from its clamp, use extreme caution and complete the task on a work surface
- Empty any dust collection system after each use

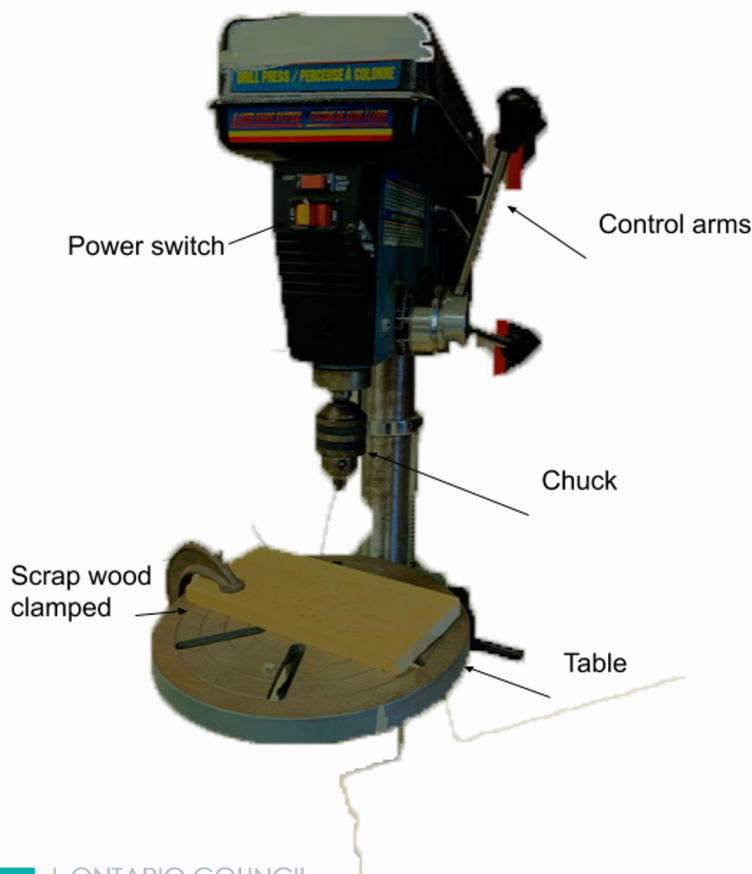


**Quiz Answers**  
*sandpaper, caution,  
stopped, face, safety  
eye protection and dust  
collection, secure,  
sandpaper*

# DRILL PRESS

## Maintenance

- Students should not have access to the belts and drive mechanisms of this tool
- Ensure that the material is securely clamped to the table
- Ensure that the proper drill bit size is being used for the project
- Ensure that drill bit is straight in the chuck
- Check that the proper speed of the drill bit is appropriate for the material
- Make sure that the chuck key has been removed prior to turning machine on
- Use the depth gauge if only drilling partially through the material
- Periodic lubrication of chuck and height adjustments are needed, so that it moves freely
- A block of wood that is clamped under the material, will help to prevent the drill bit from hitting the table, if the height adjustment is not right



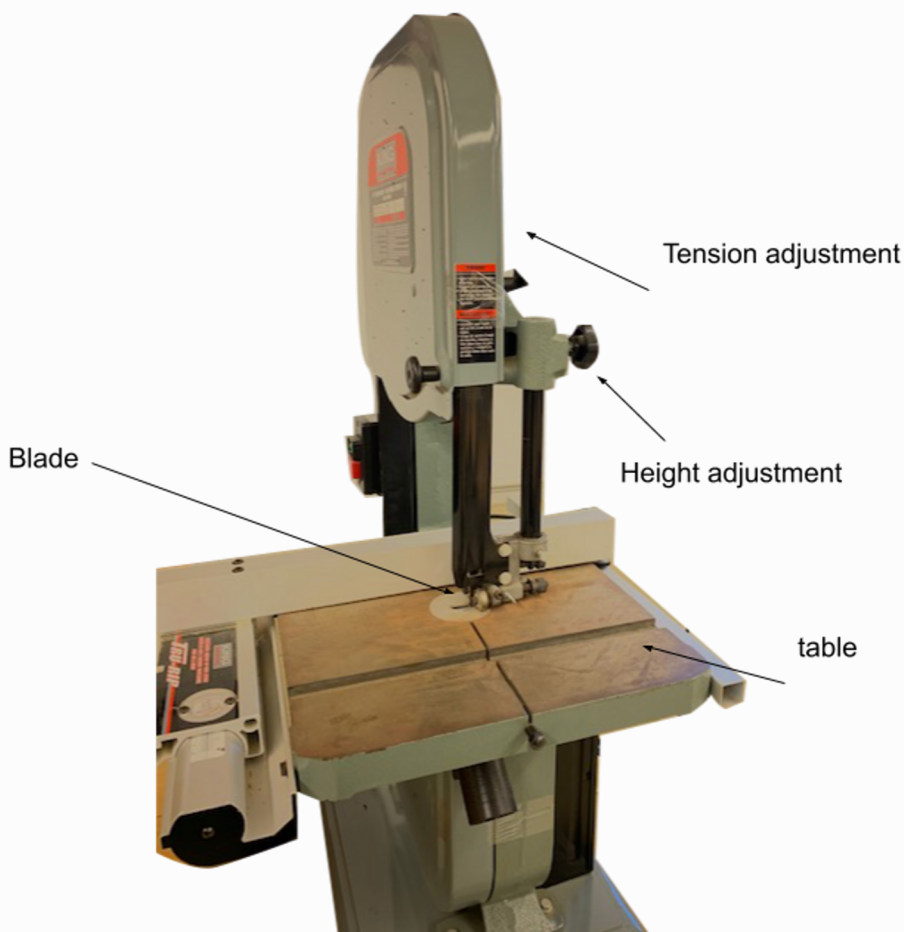
### Quiz Answers

*drill bit, clamp or secure, chuck key, adjust, shut, spinning, scrap, sharp, safety eye protection*

# BAND SAW

## Maintenance

- The blade is designed to cut on the down stroke
- Remove blade tension when changing blade
- When changing the blade, center the blade on the pulleys and ensure that the blade is riding between the guides
- Once the new blade is installed, increase the blade tension so that the deflection is approximately 1/8 " or 3mm
- As a rule of thumb, when choosing the right blade, for thinner wood, more teeth are required
- Thinner blades cut tighter curves

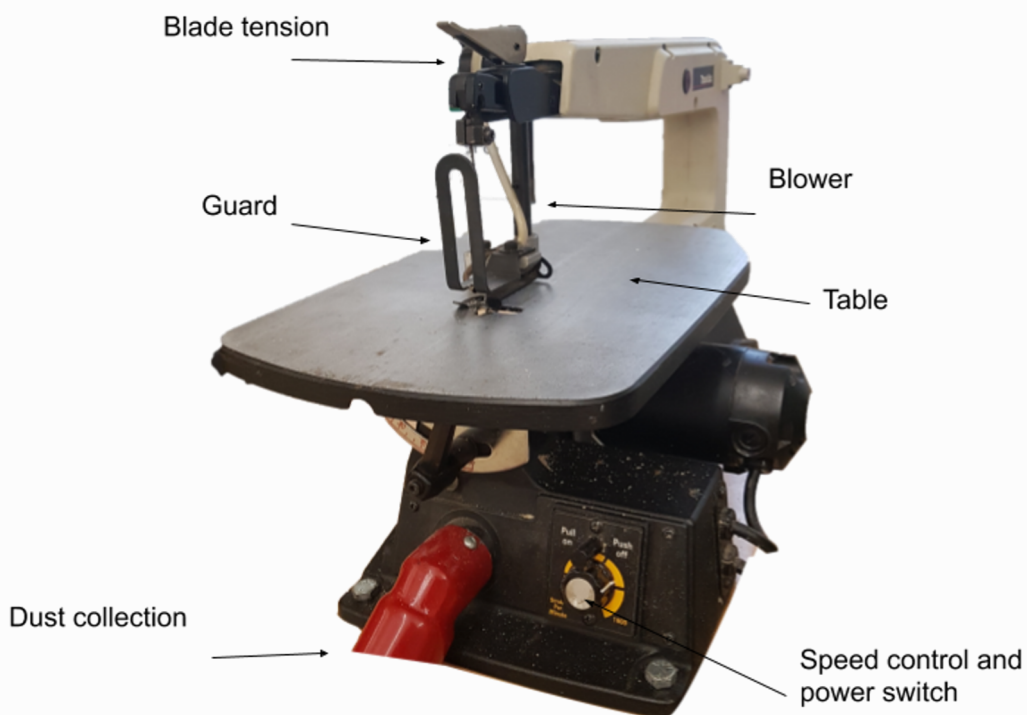


**Quiz Answers**  
*fingers, blade, guide,  
safety eye protection  
and dust collection,  
two, push stick,  
focused, shut, tension*

# SCROLL SAW

## Maintenance

- The blade is fastened top and bottom with a clamp mechanism. Both must be released to remove the blade.
- Install a new blade, teeth pointed down and re clamp the blade
- Ensure that the table is on the desired angle for cutting
- This saw is a slow cutting saw and capable of cutting intricate patterns as well as simple lines
- The speed of the saw should be adjusted to suit the needs of the operator



### Quiz Answers

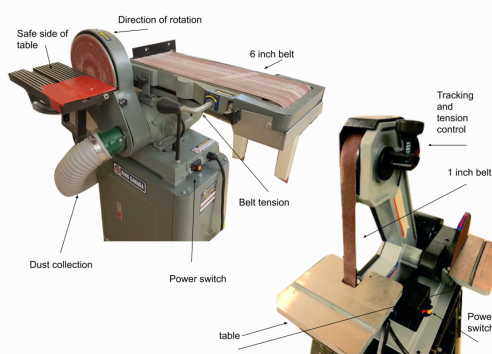
*blade, two, push stick, speed or blade, guard, safety eye protection and dust collection, shut, tension*

# BELT AND DISC SANDER

## Maintenance

These are general instructions. Refer to the manual for specific instructions

- To change sandpaper:
  - Ensure that power is off and machine is unplugged
  - Remove guards (making note of how they are positioned - take a picture)
  - Remove tension on the belt
  - Remove the old belt
  - Install the new belt ensuring the direction of the belt follows the direction of rotation
  - Check the belt tracking so that it remains centered on the pulleys
  - Replace guards ensuring that table to belt distance is 3mm
- Disc sander specific:
  - Power off
  - Remove guards
  - Peel old sandpaper away from disc
  - Replace new sandpaper on clean disc
  - Replace all guards
- Cleaning the sandpaper:
  - Using a crepe cleaner block turn the sander on and allow the paper to rub on the block
  - Move the block back and forth on the sandpaper to clean debris from the sandpaper



**Quiz Answers**  
*two, face, downward,  
guards, safety eye  
protection and dust  
collection, sandpaper,  
running, line*

# HAMMER

1. When you are using a hammer you must always be wearing \_\_\_\_\_  
\_\_\_\_\_.
2. The hammer should be held with one hand at the \_\_\_\_\_.
3. While cutting with a saw no one can be standing \_\_\_\_\_ you.
4. Before you begin cutting your material, your \_\_\_\_\_ need to be firmly on the floor.
5. You should always \_\_\_\_\_ a line on the material you're cutting so you know where to start.
6. To start cutting you should hold the saw in \_\_\_\_\_ hand.
7. Your other hand should \_\_\_\_\_ the material you are cutting to keep it in place.
8. When you are done cutting, you should place the \_\_\_\_\_ down on the work surface before moving your cut material.



## Word Box

*safety eye protection, saw, hold, one, feet, grip, draw, behind*

# GLUE GUN

1. When you are using a glue gun you must always be wearing \_\_\_\_\_  
\_\_\_\_\_.
2. To avoid being burned by the hot glue and nozzle you could wear properly fitting \_\_\_\_\_.
3. When you set up the glue gun, you should make sure it is held upright on its \_\_\_\_\_.
4. Once the tool has been plugged in and/or turned on, you need to \_\_\_\_\_ at least 5 minutes for the glue gun to heat up.
5. You should always make sure that the glue gun can \_\_\_\_\_ freely without the power cord getting caught.
6. When you have squeezed the glue onto the material you want to \_\_\_\_\_, you need to hold the 2 pieces of material together until the glue begins to cool.
7. While using hot glue and a glue gun you need to keep your skin a safe distance away to avoid \_\_\_\_\_.
8. When you are done gluing, the tool should be left in its stand to \_\_\_\_\_ for at least 15 minutes before putting it away.



## Word Box

*wait, safety eye protection,  
move, join, burns, cool,  
safety gloves, stand*

# HAND DRILL

1. When you are using the hand drill you must always be wearing \_\_\_\_\_.
2. When drilling a hole, the material must be securely \_\_\_\_\_ by either clamps or a vise.
3. While using the drill, no one can be standing \_\_\_\_\_ you.
4. Before you begin drilling, your \_\_\_\_\_ need to be firmly on the floor.
5. You should always \_\_\_\_\_ the spot on the material where you want to drill the hole.
6. This tool should be held at a 90 degree \_\_\_\_\_ to the material when drilling.
7. When you start drilling should should turn the handle \_\_\_\_\_ to start the hole.
8. To remove the drill from a hole you just turn the handle slowly in the \_\_\_\_\_ direction until the bit clears the material.

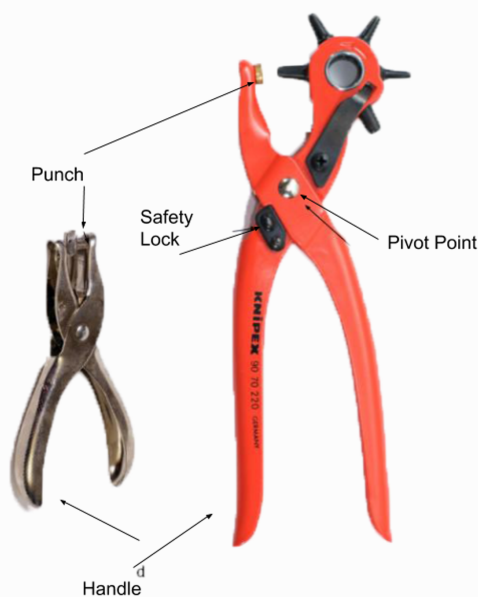


## Word Box

*feet, reverse, held, behind, mark, angle, slowly, safety eye protection*

# PUNCH

1. When you are using hand tools you must always be wearing \_\_\_\_\_  
\_\_\_\_\_.
2. Hold the tool with one \_\_\_\_\_ while getting ready to punch a hole.
3. You need to line up the mark you made on the material with the \_\_\_\_\_ and the  
base, before punching a hole.
4. Before you begin cutting, your \_\_\_\_\_ need to be firmly on the floor.
5. You should cut \_\_\_\_\_ piece of material with the punch at a time.
6. When you squeeze the plier handles of the punch you can use \_\_\_\_\_ hands if  
needed.
7. The reason everyone around needs to wear safety glasses is to ensure no  
material \_\_\_\_\_ hits their eyes.
8. When you are done cutting you should place the tool on the \_\_\_\_\_ \_\_\_\_\_ .

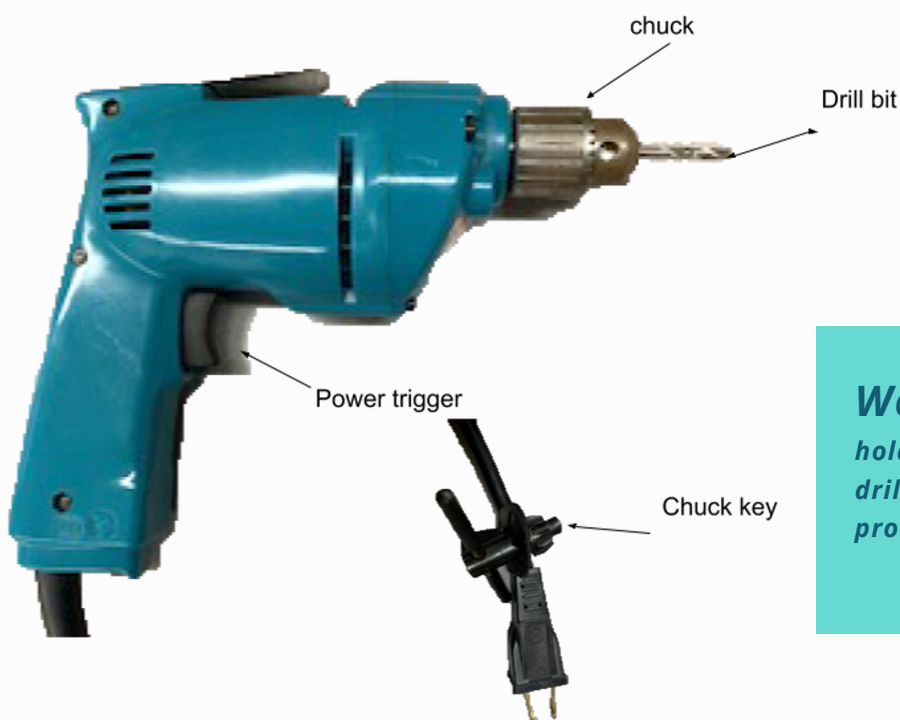


## Word Box

*safety eye protection,  
accidentally, work surface,  
punch, feet, one, two, hand*

# POWER DRILL

1. Never attempt to drill and \_\_\_\_\_ the material.
2. Always make sure that the \_\_\_\_\_ is secured in the chuck.
3. If the drill is equipped with a keyed chuck make sure that the \_\_\_\_\_ has been removed.
4. Choose the correct size of \_\_\_\_\_ for the hole required.
5. Personal protective equipment for this tool is \_\_\_\_\_.
6. If using a corded tool, ensure that the \_\_\_\_\_ is a safe distance away.
7. The spiral edges of the drill bit are \_\_\_\_\_.
8. Always \_\_\_\_\_ the item being drilled.

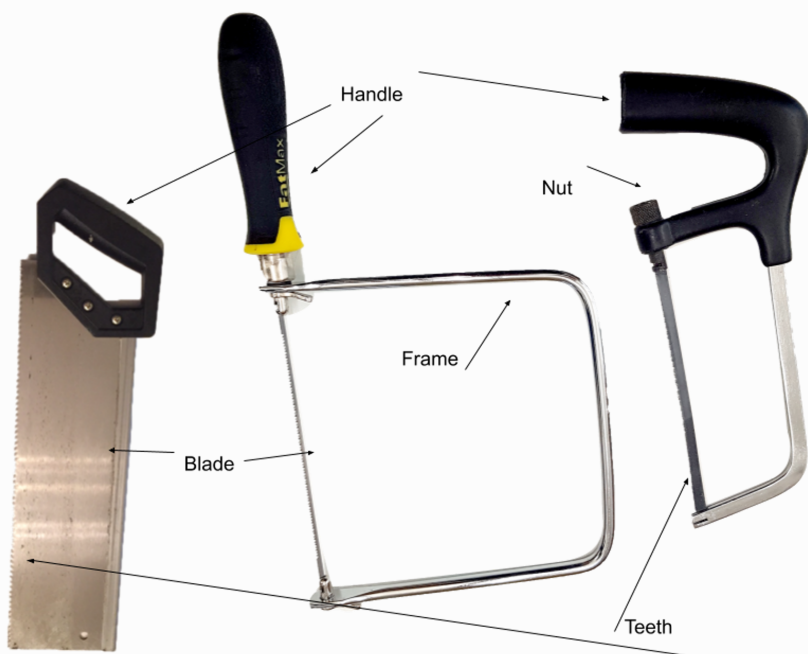


## Word Box

*hold, sharp, secure, cord, drill bit, safety eye protection, chuck key*

# HAND SAWS

1. When you are using a saw you must always be wearing \_\_\_\_\_ .
2. The material you are cutting should be \_\_\_\_\_ to the work surface using clamps or a vise.
3. While cutting with a saw, no one can be standing \_\_\_\_\_ you.
4. Before you begin cutting, your \_\_\_\_\_ need to be firmly on the floor.
5. You should always \_\_\_\_\_ a line on the material you're cutting, so you know where to start.
6. To start cutting, you should hold the saw in \_\_\_\_\_ hand.
7. Your other hand should \_\_\_\_\_ the material you are cutting to keep it in place.
8. When you are done cutting, you should place the \_\_\_\_\_ down on the work surface before moving your cut material.

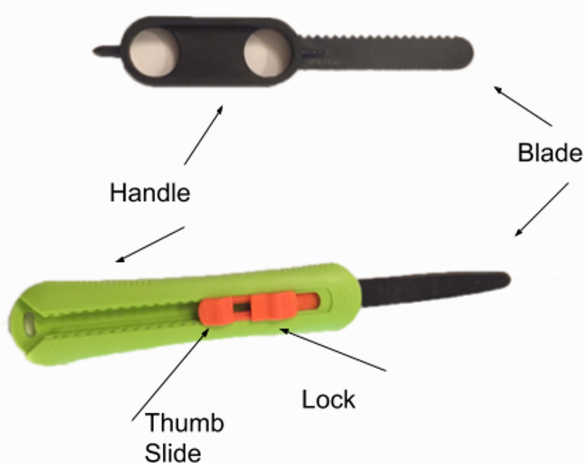


## Word Box

*safety eye protection, saw, secured, feet, draw, behind, one, hold*

# BLADED TOOLS

1. When you are using the cutter you must always be wearing \_\_\_\_\_  
\_\_\_\_\_.
2. Your other hand should be as \_\_\_\_\_ from where you are cutting as possible.
3. While using the cutter, no one can be standing \_\_\_\_\_ you.
4. Before you begin cutting, your \_\_\_\_\_ need to be firmly on the floor.
5. You should always \_\_\_\_\_ a line on the material your cutting so you know where to start.
6. This tool should only be held in \_\_\_\_\_ hand, at any given point.
7. Your other hand should \_\_\_\_\_ the material you are cutting, to keep it in place.
8. If possible, when you are done cutting, you should slide the \_\_\_\_\_ back into the handle.



## Word Box

*behind, feet, far, hold,  
blade, draw, safety eye  
protection, one*

# SNIPS

1. When you are using the snips you must always be wearing \_\_\_\_\_.
2. Your other hand should be as \_\_\_\_\_ from where you are cutting as possible.
3. While using the snips, no one can be standing \_\_\_\_\_ you.
4. Before you begin cutting, your \_\_\_\_\_ need to be firmly on the floor.
5. You should always \_\_\_\_\_ a line on the material your cutting so you know where to start.
6. This tool should only be held in \_\_\_\_\_ hand at any given point.
7. Your other hand should \_\_\_\_\_ the material you are cutting to keep it in place.
8. If possible when you are done cutting you should \_\_\_\_\_ the snips closed.

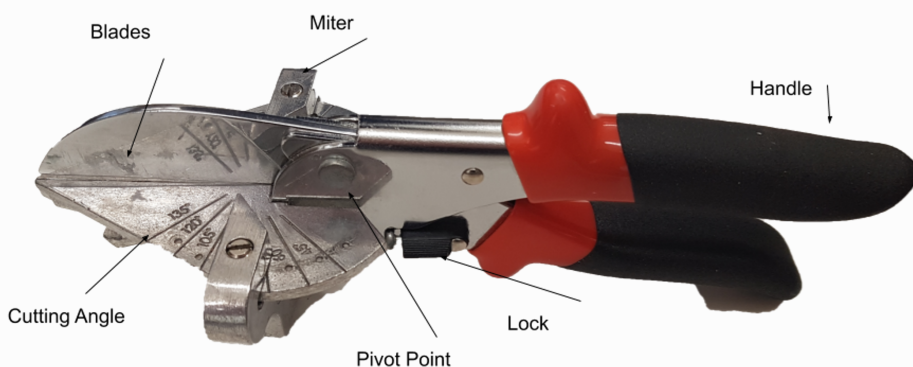


## Word Box

*feet, one, lock, safety eye protection, far, behind, draw, hold*

# EASY CUTTERS

1. When you are using the cutting tool you must always be wearing \_\_\_\_\_.
2. The hand that is holding the material against the miter, should be kept away from the \_\_\_\_\_.
3. While using the cutter tool, no one can be standing \_\_\_\_\_ you.
4. Before you begin cutting, your \_\_\_\_\_ need to be firmly on the floor.
5. You should always \_\_\_\_\_ a line on the material your cutting so you know where the blades should cut.
6. This tool should only be held in \_\_\_\_\_ hand at any given point.
7. Your free hand should \_\_\_\_\_ the material you are cutting against the miter.
8. When the tool is not in use the blades should be \_\_\_\_\_ in the closed position.



## Word Box

*safety eye protection, one, locked, behind, blades, feet, draw, secure*

# PALM SANDER

1. Ensure that the \_\_\_\_\_ is tight on the surface of the sander.
2. Use \_\_\_\_\_ when changing the sandpaper to ensure that it has been gripped correctly.
3. Make sure that the sander has \_\_\_\_\_ before setting it down.
4. This sander may be used to sand the \_\_\_\_\_ of the work piece.
5. Personal protective equipment for this tool is \_\_\_\_\_ and \_\_\_\_\_.
6. Always \_\_\_\_\_ the work piece.
7. Always ensure that the \_\_\_\_\_ is in good condition.

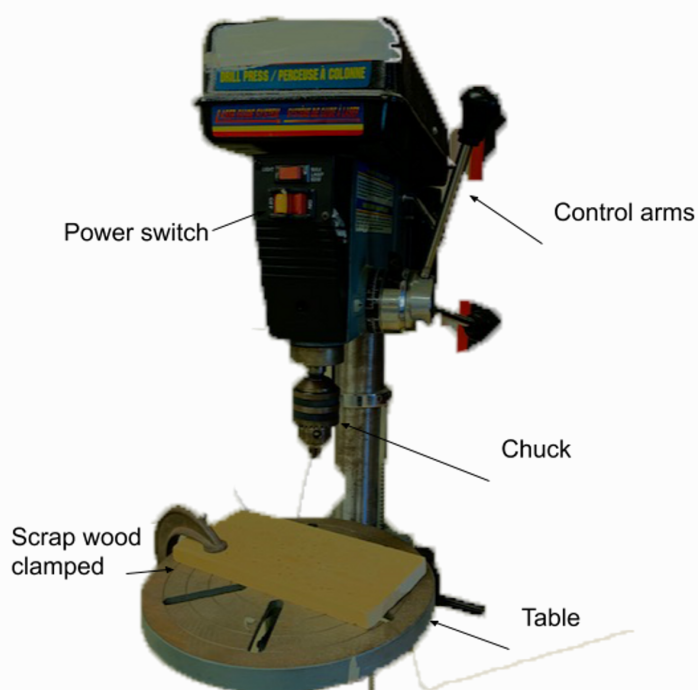


## Word Box

*safety eye protection,  
stopped, dust collection,  
sandpaper, caution, secure,  
face*

# DRILL PRESS

1. Make sure that the \_\_\_\_\_ is straight in the chuck before turning the machine on.
2. Always \_\_\_\_\_ the work piece.
3. Make sure that the \_\_\_\_\_ has been removed before turning the machine on.
4. Always use the proper size \_\_\_\_\_ for the hole required.
5. Always \_\_\_\_\_ the table for the work piece.
6. If the drill bit becomes stuck, \_\_\_\_\_ the machine off.
7. Do not attempt to hold the material until it stops \_\_\_\_\_.
8. Use a \_\_\_\_\_ piece of wood on the table to protect it from the drill bit.
9. The drill bit has \_\_\_\_\_ cutting edges.
10. Personal protective equipment for the drill press is \_\_\_\_\_.

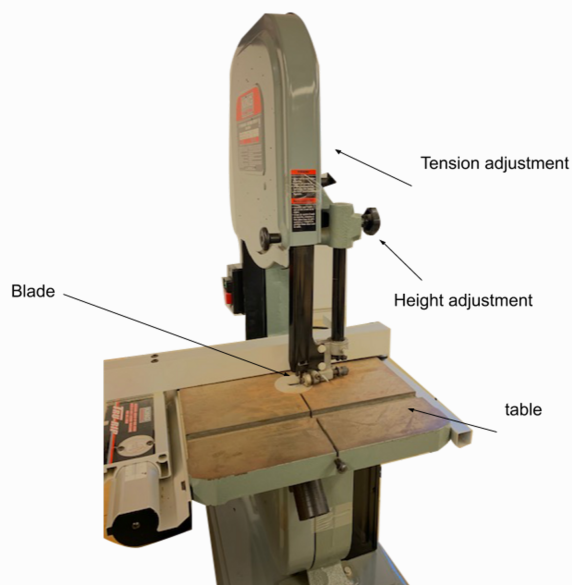


## **Word Box**

*chuck key, drill bit, spinning, shut, clamp or secure, adjust, sharp, scrap, safety eye protection*

# BAND SAW

1. Keep \_\_\_\_\_ a safe distance from the blade.
2. Make sure that the \_\_\_\_\_ is running correctly in the guides.
3. Always adjust the \_\_\_\_\_ the the correct height for the material.
4. Personal protective equipment for this tool is \_\_\_\_\_ and \_\_\_\_\_.
5. Always use \_\_\_\_\_ hands when operating this machine or use a \_\_\_\_\_, if too close to the blade.
6. Always remain \_\_\_\_\_ when using this tool.
7. If the blade becomes stuck or bound, \_\_\_\_\_ the machine off.
8. Always ensure the correct amount of blade \_\_\_\_\_ is being used.

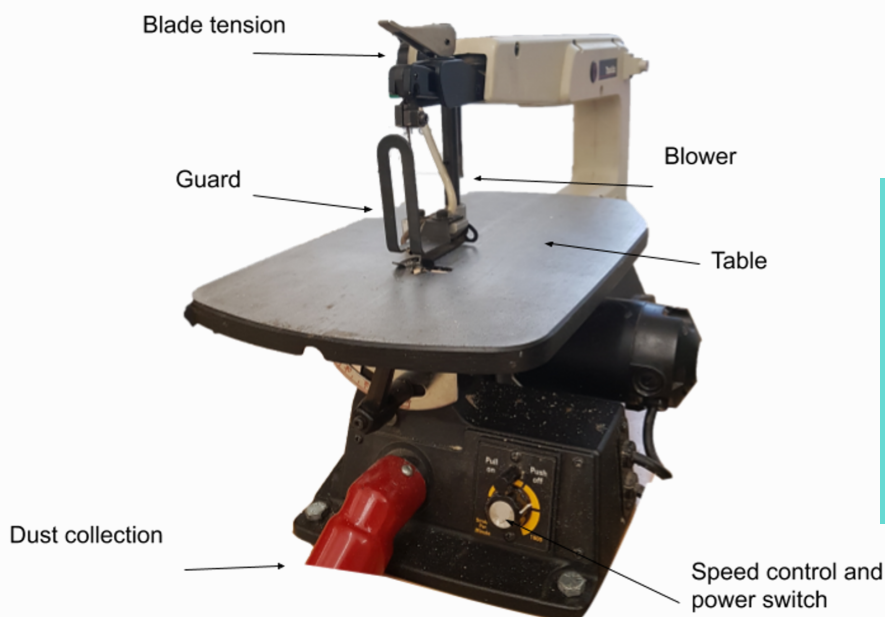


## Word Box

*fingers, shut, tension, focused, two, push stick, safety eye protection, guide, dust collection, blade*

# SCROLL SAW

1. Always ensure that the \_\_\_\_\_ is in good working order.
2. Always use \_\_\_\_\_ hand(s) when using this machine.
3. If hands are too close to the blade, use a \_\_\_\_\_.
4. Always choose the correct \_\_\_\_\_ for the type of cutting being done.
5. Always adjust the \_\_\_\_\_ before turning the machine on.
6. Personal protective equipment for this machine is \_\_\_\_\_ and \_\_\_\_\_.
7. If a blade breaks, \_\_\_\_\_ the machine off.
8. Make sure that the blade has the correct \_\_\_\_\_ before attempting to cut.

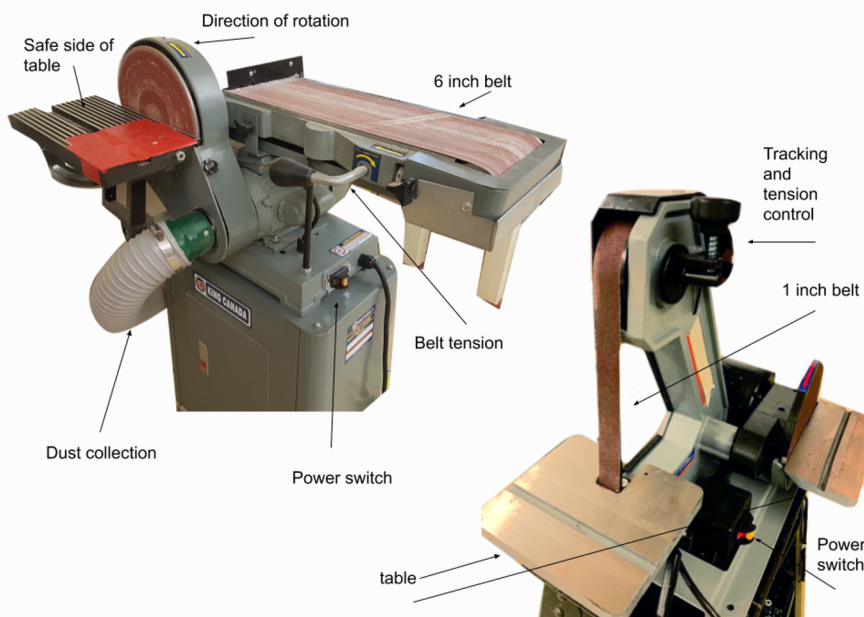


## Word Box

*blade, shut, tension, two, push stick, guard, safety eye protection, speed, dust collection*

# BELT AND DISC SANDER

1. Always support the work piece with \_\_\_\_\_ hands.
2. Never sand the \_\_\_\_\_ of the work piece.
3. Always work on the \_\_\_\_\_ side of the disc.
4. Ensure that all of the \_\_\_\_\_ are in the proper position.
5. Personal protective equipment for this tool is \_\_\_\_\_ and \_\_\_\_\_.
6. Keep fingers and hands away from the \_\_\_\_\_.
7. Never leave the machine while it is \_\_\_\_\_.
8. Always sand to the pencil \_\_\_\_\_.



## Word Box

*two, downward, guards, safety eye protection, sandpaper, dust collection, running, face, line*