

# TECHNOLOGY EDUCATION

## Safety Checklist: Working With Computers

Computers are becoming workplace necessities, regardless of the occupation. They may seem harmless, but in fact, used incorrectly, computers can cause physical damage. Be sure to adjust your work station to a comfortable position and take regular breaks from work. Stretch and change position regularly to help reduce tiredness and prevent pains in your hands, wrists, arms, neck, shoulders or back. It is also important to view the screen comfortably. Here is a checklist of points to be aware of when you use monitors:

- Is the screen clear and readable, and without flicker?
- Is the screen free from glare and reflections?
- Are the brightness and contrast controls properly adjusted to prevent eyestrain?
- Is there suitable lighting so you can see and read fine detail on the screen?
- Is the keyboard placed in the right position to allow you to work comfortably?
- Are the screen and computer clean, free from dust and dirt?
- Can the chair be adjusted to the right height so you can work comfortably?
- Do you have enough space in general to move freely between the work on the desk and the monitor?



# TECHNOLOGY EDUCATION

## Basic Safety Rules For Power Tools

1. DON'T operate a machine until  
A) receiving proper instruction,  
B) fully understanding how to use it,  
C) you have permission.
2. WEAR EYE PROTECTION.
3. Use ALL safety guards exactly as they are supposed to be used.
4. WEAR EAR PROTECTION.
5. Make all adjustments to machines with the power off.
6. Start & stop the machine yourself. STAY WITH THE MACHINE UNTIL IT STOPS.
7. Keep a SAFE DISTANCE between your hands & all moving parts on the machine.
8. Make sure everyone is clear BEFORE you turn on the power.
9. NEVER work on a machine or power tools when you're TIRED or HURRIED.
10. Operate the machine BY YOURSELF - unless you need a helper.
11. When two people work on a machine, THE PERSON WHO IS OPERATING THE MACHINE should give all the instructions & the person who is helping should follow them.
12. Give your machine your full attention. Don't look away or talk to others.
13. NEVER startle someone who is using a power tool or machine. Don't speak to or distract the operator in any way.
14. PLAN YOUR WORK BEFORE YOU BEGIN. If you're going to be cutting a big piece, get help BEFORE you start. Don't wait until you're in trouble.
15. DON'T leave a machine unattended while it's running.
16. DISCONNECT the electrical power before you oil or clean a machine.
17. Keep your WORK AREA CLEAR of scrap, liquids, & other items.
18. DON'T LEAN or LOUNGE on machines.
19. Notify your instructor - AT ONCE - if anything breaks or malfunctions.
20. Get first aid treatment for EVERY injury - even the slightest scratch.



# TECHNOLOGY EDUCATION

## BASIC SAFETY RULES FOR HAND TOOLS

- ★ ALWAYS WEAR EYE PROTECTION.
- ★ Use the RIGHT TYPE of tool for the job.
- ★ NEVER place tools & materials where they hang on the edge of a bench.
- ★ Don't use tools for things they weren't meant for.
- ★ Store tools and materials vertically, with the points and heavy end down.
- ★ Keep your cutting tools SHARP and in good condition.
- ★ DON'T work with OILY or GREASY hands.
- ★ Handle SHARP-EDGED and POINTED TOOLS with care.
- ★ NEVER carry tools in your pockets.
  - ★ Always carry pointed tools by your side with the points and heavy ends DOWN.
  - ★ DON'T use tools which are LOOSE or CRACKED.
- ★ KEEP your punches & chisels in good condition. Mushroomed heads cause injury.
- ★ CUT AWAY from yourself when you use chisels and other edged tools.
- ★ DON'T use a file without a HANDLE.
- ★ NEVER pry or hammer with a FILE. It may shatter.
- ★ DON'T use screwdrivers as chisels or pry bars.
- ★ NEVER try to increase your leverage by using a "cheater" with a wrench. Wrenches are designed at the right strength for their size and length.
- ★ If anything breaks or malfunctions, report it to your instructor immediately.
- ★ AFTER USING A TOOL, clean it and return it to its proper storage place.
- ★ DON'T FORCE screws; make sure that the correct screw for the job is being used.



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  - B) fully understanding how to use it,
  - C) you have permission.
2. WEAR EYE PROTECTION.
3. Use ALL safety guards exactly as they are supposed to be used.
4. WEAR EAR PROTECTION.
5. Make all adjustments to machines with the power off.
6. Start & stop the machine yourself. **STAY WITH THE MACHINE UNTIL IT STOPS.**
7. Keep a **SAFE DISTANCE** between your hands & all moving parts on the machine.
8. Make sure everyone is clear **BEFORE** you turn on the power.
9. **NEVER** work on a machine or power tools when you're **TIRED** or **HURRIED**.
10. Operate the machine **BY YOUR-SELF** - unless you need a helper.
11. When two people work on a machine, **THE PERSON WHO IS OPERATING THE MACHINE** should give all the instructions & the person who is helping should follow them.
12. Give your machine your full attention. Don't look away or talk to others.
13. **NEVER** startle someone who is using a power tool or machine. Don't speak to or distract the operator in any way.
14. **PLAN YOUR WORK BEFORE YOU BEGIN.** If you're going to be cutting a big piece, get help **BEFORE** you start. Don't wait until you're in trouble.
15. **DON'T** leave a machine unattended while it's running.
16. **DISCONNECT** the electrical power before you oil or clean a machine.
17. Keep your **WORK AREA CLEAR** of scrap, liquids, & other items.
18. **DON'T LEAN** or **LOUNGE** on machines.
19. Notify your instructor - **AT ONCE** - if anything breaks or malfunctions.
20. Get first aid treatment for **EVERY** injury - even the slightest scratch.