## Responsible and safe use of a range of tools, materials and techniques: Technology (Mandatory)

Answers

## Activity: Responsible and safe use of a range of tools, materials and techniques

- 1. Tools in use should be kept in the <u>bench</u> <u>centre</u> away from other equipment and, when not in use, should be <u>racked</u>.
- For best results in the workshop, all tools should be <u>sharp</u> and used as <u>directed</u>.
- 3. <u>Brochures</u> about new materials or tools should be studied as it will save time, avoid mistakes and help produce quality work.
- 4. <u>Canvas</u> or open <u>shoes</u> are not good enough protection against a dropped chisel or a heavy piece of timber.
- A <u>dust mask</u> should be worn to protect against irritation caused by fine dust <u>particles</u>.
- 6. <u>Blunt tools</u> require greater <u>pressure</u> than sharp ones and so are more likely to cause <u>injury</u> to the user or <u>damage</u> to the work.
- 7. The flexible <u>power cable</u> to all portable power tools must be properly earthed.
- 8. Switch off the power before fitting any extension lead.
- 9. Fixed power machines must, at all times, have <u>guards</u> properly fitted over any <u>moving parts</u>.
- 10. Only the <u>person</u> using any machine should operate the <u>switches</u>.