

WORKSHOP SAFETY TRAINING RECORD

Trainee: _____

Trainer: _____

Date of Initial Training: _____

Workshop Machines	Training Date	Comments
Band Saw*		*two people must be present when in use
Table Saw*		*two people must be present when in use
Chop Saw		
Portable Table Saw		
Drill Press		
Thickness Planer		
Compressor		
Dust Collector		
Belt Sander		
Hand Held Power Tools	Training Date	Comments
Circular Saw*		*two people must be present when in use
Drill		
Jig Saw		
Portaplaner		
Belt Sander		
Wood Crew Only Tools	Training Date	Comments
Jointer		
Staple and Nail Gun		
Router Table		

Training Components:

- Review of this Machine Shop Safety Policy and the shop specific operating rules
- Dangers associated with specific tools, machinery in that shop
- Show location of personal protective, explain PPE requirements
- Demonstrate guard placement and adjustments, any relevant cleaning and maintenance
- Demonstrate safe equipment use
- Trainee then repeats back main elements of training from above; trainee then demonstrates using equipment safely
- Show location of equipment manual, explain importance of reviewing manual

Acknowledgement

I _____ understand that these tools are all potentially dangerous and my safety and that of others depends on my acting responsibly. In signing here, I acknowledge that I have received basic training on the use of this equipment, what PPEs to use, shown the relevant equipment manual and where they are stored. I understand I need to review the equipment manual and training information at the Harvard Forest facilities website (harvardforest.fas.harvard.edu) prior to using the equipment. I agree that I will have a partner with me on tools noted with an * above.

Trainee Signature _____

Date: _____