**The Edge Benchtop Power Tool Induction: Pedestal Drill, Drop Saw, Bench Sander**

ACTIVITY 1: Key safety tips for safe working with benchtop power tools

Draw a line to match the safety tip with an explanation

Wear the correct PPE

(safety glasses, ear muffs, dust mask, footwear) It’s there for your protection

Present yourself with safety in mind

(remove rings and jewellery, tie back loose clothes, long hair and beards) Avoid tangle hazards

Check the tool is in good condition

(ensure safety guards are functional, avoid blunt or broken tooling) Shocks and shatters come from faulty equipment

Prepare a tidy and safe work area

(remove loose material and debris, ensure stable footing) Slips, falls and distractions cause accidents

ACTIVITY 2: Key safety checks for using a pedestal drill

Draw a line to match the checkpoint with what to look for

Before starting the job Remove any trip hazards, clear the workspace and check stop switch location.

Insert the drill bit, tighten securely, and remove chuck key.

Set spindle speed to suit the cutter and material, if necessary.

Prepare the material Check and avoid splits, knots and nails.

Clamp the job securely at a convenient height, ensuring the bit will be clear of the support throughout the job.

Starting the job Allow the drill to come to speed, and apply load gradually. Avoid excessive force.

Feed with care, especially as the bit breaks though the material

During the job Back the drill out to clear waste regularly. Switch off and stop completely to remove swarf.

Completing the job Back the drill out before turning off and allow to stop completely before removing work

ACTIVITY 3: Identify the important components of a pedestal drill

Choose the correct name from the list to identify the key parts numbered in the picture.

Activity 4: Demonstrating safe use of a pedestal drill

* Ensure correct PPE is being worn, and the tool is safe to use.
* Measure the bolt provided and choose the correct drill bit for the job
* Check the bit is undamaged and sharp before fitting into the chuck. Remove the chuck key.
* Measure and mark the location of the hole
* Prepare the workspace and clamp the workpiece in place
* Use the drill to make a clean hole, withdrawing the drill at least once during operation
* Check for fit
* Tidy up

Facilitator Observation:

I confirm that the observations made of the participant and active participation in this induction workshop demonstrated a satisfactory understanding, including competent and safe use of a pedestal drill.

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Participant Declaration

I declare the assessment above was my own individual work.

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ACTIVITY 5: Key safety checks for using a drop saw or compound saw.

Draw a line to match the checkpoint with what to look for

Before connecting to power Check the safety guards are in place and functioning, and blade is undamaged

Make sure the workplace is clear and familiarise yourself with the on/off switch.

Prepare the material Check and avoid splits, knots and nails. Plan to avoid falling waste pieces.

Clamp the job securely at a convenient height and ensure the scrap end of a clamped piece is free.

Clamp bowed material with the outside bowed face towards the fence.

Do not cut more than one piece at a time.

Starting the job Start the dust extractor before cutting (if fitted)

Bring the blade to speed before contacting material.

When using the right hand to bring the saw down, ensure the left hand is clear of the cut.

During the job Do not reach under the work or remove cut material while cutting.

Completing the job Release the switch and allow the blade to stop before removing.

ACTIVITY 6: Identify the important components of a circular saw

Choose the correct name from the list to identify the key parts numbered in the picture.

Activity 7: Demonstrating safe use of a circular saw

* Ensure correct PPE is being worn, and the tool and workspace is safe to use.
* Set the cutting depth and guides if required.
* Prepare the workspace and clamp the material in place, supporting large pieces to avoid pinching.
* Measure and mark the location of the cuts: one complete, one at right angles and one at part depth.
* Use the saw to make a cut, allowing blade to stop before withdrawing.
* Re-clamp material for the next cut, and continue until finished.
* Tidy up

Facilitator Observation:

I confirm that the observations made of the participant and active participation in this induction workshop demonstrated a satisfactory understanding, including competent and safe use of a circular saw.

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ACTIVITY 8: Key safety checks for using an orbital sander

Draw a line to match the checkpoint with what to look for

Before connecting to power Make sure any power leads do not make a trip hazard, and the workplace is clear.

Choose the appropriate sanding disc, and fit securely to the sander.

Prepare the material Check and avoid splits, knots and nails.

Clamp the job securely at a convenient height.

Starting the job Hold the sander firmly with both hands, with the disc contacting the material evenly.

Start the sander, and begin moving across the material with a gentle pressure.

During the job Apply a steady force while sanding, moving slowly across the material .

Avoid applying excessive pressure – let the sandpaper do the cutting.

Completing the job Remove the sander from the material and allow to come to a stop before putting it down.

ACTIVITY 9: Identify the important components of an orbital sander

Choose the correct name from the list to identify the key parts numbered in the picture.

Activity 10: Demonstrating safe use of an orbital sander

* Ensure correct PPE is being worn, and the tool and workspace is safe to use.
* Prepare the workspace and clamp the material in place, avoiding over-reaching.
* Use the sander to smooth the material, allowing it to stop after removing and before setting down.
* Re-clamp material if necessary, and continue.
* Change to a finer grit disc, and continue until the required finish is achieved
* Tidy up

Facilitator Observation:

I confirm that the observations made of the participant and active participation in this induction workshop demonstrated a satisfactory understanding, including competent and safe use of an orbital sander.

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