**The Edge Portable Power Tool Induction: Drill, Circular Saw, Orbital Sander**

ACTIVITY 1: Key safety tips for safe working with portable 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

(reject frayed leads and damaged plugs, 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 an electric drill

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

Before connecting to power Make all adjustments before plugging in (drill bit, hammer function).

Make sure any power leads do not make a trip hazard, and the workspace is clear.

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

Clamp the job securely at a convenient height.

Starting the job Hold the drill firmly with both hands, avoiding moving parts and ventilation slots.

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

During the job Back the drill out to clear waste regularly. Avoid extended use and overheating.

Completing the job Back the drill out before turning off.

Allow to stop completely before putting the drill down. Avoid contact with hot bits.

ACTIVITY 3: Identify the important components of an electric drill

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

Activity 4: Demonstrating safe use of an electric 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
* Prepare the workspace and clamp the workpiece in place with a wasteboard beneath
* Measure and mark the location of the hole
* 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 an electric 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 circular 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 any power leads do not make a trip hazard, and the workplace is clear.

Make adjustments and check they are secure before cutting.

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 support large pieces to avoid pinching.

Do not cut more than one piece at a time.

Starting the job Hold the saw firmly with both hands, and bring the blade to speed before contacting material.

Apply a steady force while cutting. Avoid over-reaching.

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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