## Shop Tool Training Room - Location Department

| Employee:  |                      |                     |             | _                                    |                      |                     |             |
|--|----------------------|---------------------|-------------|--------------------------------------|----------------------|---------------------|-------------|
| Instructor: Trainer N  | <mark>Jame</mark>    |                     |             |                                      |                      |                     |             |
| Add or remove tools and  | machines to best     | fit your shop s     | space.      |                                      |                      |                     |             |
| TOOL   | EMPLOYEE<br>Initials | TRAINER<br>Initials | DATE        | TOOL                                 | EMPLOYEE<br>Initials | TRAINER<br>Initials | DATE        |
| Radial Arm Saw   |                      |                     |             | Table Saw                            |                      |                     | ·           |
| Band Saw   |                      |                     |             | Drill Press                          |                      |                     | ·           |
| Dry Cut Saw (Steel)  |                      |                     |             | Hand Drill                           |                      |                     |             |
| Sliding Miter Saw  |                      |                     |             | Jig Saw                              |                      |                     |             |
| Hand Grinder   |                      |                     |             | Panel Saw                            |                      |                     |             |
| Pneumatic Staplers/Nailer  | rs                   |                     |             | Circular Saw                         |                      |                     |             |
| Porta-Band   |                      |                     |             | Sawz-All                             |                      |                     |             |
| Palm Sander  |                      |                     |             | Router                               |                      |                     |             |
| Other  |                      |                     |             | Other                                |                      |                     |             |
| Other  |                      |                     |             | Other                                |                      |                     |             |
| Other  |                      |                     |             | Other                                |                      |                     |             |
|  |                      | TOOL (              | QUALI       | FICATION                             | I                    |                     |             |
| IFrom this point on I will use PPE: -clothing, jewelrhearing, eyesrespiratory; dus | y, hair, gloves.     |                     | fe and appr | n instructed on the popriate manner. | proper and safe wa   | y to use the ab     | oove tools. |
| Date:  |                      |                     |             |                                      |                      |                     |             |
| Name: (PRINT)  |                      |                     |             |                                      | ·                    |                     |             |
| NAME: (SIGN)   |                      |                     |             |                                      |                      |                     |             |

| Course Name:         |               |                  |  |  |  |  |
|----------------------|---------------|------------------|--|--|--|--|
| Department:          | Instructor:   |                  |  |  |  |  |
| Name (Print clearly) | OSU ID Number | Date of Training |  |  |  |  |
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Each course must have an outline that describes the specific material covered in the training. Any handouts, references to web-based information, quizzes, or other materials used in the course should also be kept on file. This information must be available for review during audits and inspections.