

Northwestern University Virginia Wadsworth Wirtz Center for the Performing Arts

Staff Tool/Equipment Training

This document serves as a list of the tools and equipment a new staff member should be familiarized with on their first day. For each item listed, a supervisor should:

- Show where the item is kept in the shop
- Explain the circumstances in which the staff member would need to use the item
- Explain any Wirtz-specific safety notes about the item
- Explain how to do a pre-use check on the item, how to tell if it is damaged or unfit for use, and what to do if it is damaged
- If necessary, give a demonstration of how to use the item
- If necessary, have the staff member use the item; correct any mistakes, and repeat until they have demonstrated proficiency

Supervisor Signature: _____

		Proficient?	Comments
	Safety Glasses		
	Ear plugs/earmuffs		
	Dust masks		
Personal	Respirators		
Protective Equipment	Gloves – nitrile, work, chemical resistant		
	Knee pads		
	Hard hats		
	Aprons – paint, chemical resistant		
	Brad nailer (18 ga.)		
	Finish nailer (16 ga.)		
	Narrow crown stapler		
Powered Hand Tools	Medium crown stapler		
	T-nailer		
	Framing nailer		
	Pneumatic T50 stapler		

Stat S

Stat Pow

Northwestern University Virginia Wadsworth Wirtz

Center for the Performing Arts

	Corrugated fastener gun	
	Pneumatic nail remover	
	Drills	
	Impact drivers	
	Hole saw	
	Circular saws	
	Jig saws	
	Angle grinders	
	Portable band saw	
	Routers/laminate trimmers	
	Reciprocating saw	
	Powered hand planer	
	Oscillating tool	
	Corded drills	
	Air nozzles/splitters	
	Air ratchet	
	Die grinder	
	Biscuit joiner	
	Sander	
	Hand belt sander	
	Airless paint sprayer	
	HVLP spray gun	
	Radial arm saw	
ationary Saws	Dado saw	
	Chop/miter saws	
	Table saw	
	Panel saw	
	Small band saw	
	Large band saw	
	Cold saw	
	Metal band saw	
tionary	Drill press	
ver Tools	Router table	



Northwestern University Virginia Wadsworth Wirtz Center for the Performing Arts

Belt sander/disk sander □ Spindle sander □ Scroll saw □ Bench grinders □ Jointer □ Hossfeld bender □ Roll bender □ Pipe bender □ Hydraulic press □ Power pipe threader □ Welders □ Plasma cutter □ Mill □ CNC router □ Laser cutter □ Sewing machines □ Grommet machine □ First Aid stations □ First Aid stations □ Fire extinguishers □ Lockout/tagout supplies □ Health and Safety Manual □		Planers	
Scroll saw □ Bench grinders □ Jointer □ Hossfeld bender □ Roll bender □ Pipe bender □ Hydraulic press □ Power pipe threader □ Velders □ Plasma cutter □ Wood lathe □ Mill □ CNC router □ Jaser cutter □ Sewing machines □ Grommet machine □ Tool manuals □ First Aid stations □ Sharps disposal □ Fire extinguishers □ Lockout/tagout supplies □ Heatth and Safety Manual □		Belt sander/disk sander	
Bench grinders □ Jointer □ Hossfeld bender □ Roll bender □ Pipe bender □ Hydraulic press □ Power pipe threader □ Velders □ Plasma cutter □ Vool lathe □ Metal lathe □ CNC router □ Jasp printer □ Sewing machines □ Grommet machine □ Tool manuals □ First Aid stations □ Sharps disposal □ Fire extinguishers □ Lockout/tagout supplies □ Heatth and Safety Manual □		Spindle sander	
Jointer □ Hossfeld bender □ Roll bender □ Pipe bender □ Hydraulic press □ Power pipe threader □ Welders □ Plasma cutter □ Wood lathe □ Mill □ CNC router □ Laser cutter □ 3D printer □ Grommet machine □ First Aid stations □ First Aid stations □ Fire extinguishers □ Lockout/tagout supplies □ Health and Safety Manual □		Scroll saw	
Hossfeld bender □ Roll bender □ Pipe bender □ Hydraulic press □ Power pipe threader □ Welders □ Plasma cutter □ Wood lathe □ Mill □ CNC router □ Laser cutter □ 3D printer □ Sewing machines □ First Aid stations □ First Aid stations □ Sharps disposal □ Fire extinguishers □ Lockout/tagout supplies □ Health and Safety Manual □		Bench grinders	
Roll bender □ Pipe bender □ Hydraulic press □ Power pipe threader □ Welders □ Plasma cutter □ Wood lathe □ Metal lathe □ Mill □ CNC router □ Laser cutter □ 3D printer □ Sewing machines □ First Aid stations □ First Aid stations □ Sharps disposal □ Fire extinguishers □ Lockout/tagout supplies □ Health and Safety Manual □		Jointer	
Pipe bender □ Hydraulic press □ Power pipe threader □ Welders □ Plasma cutter □ Wood lathe □ Metal lathe □ Mill □ CNC router □ Laser cutter □ 3D printer □ Sewing machines □ First Aid stations □ First Aid stations □ Sharps disposal □ Fire extinguishers □ Lockout/tagout supplies □ Health and Safety Manual □		Hossfeld bender	
Hydraulic press □ Power pipe threader □ Welders □ Plasma cutter □ Plasma cutter □ Wood lathe □ Metal lathe □ Mill □ CNC router □ Laser cutter □ 3D printer □ Sewing machines □ Grommet machine □ First Aid stations □ Eyewash stations □ Sharps disposal □ Fire extinguishers □ Lockout/tagout supplies □ Health and Safety Manual □		Roll bender	
Power pipe threader □ Welders □ Plasma cutter □ Wood lathe □ Wood lathe □ Metal lathe □ Mill □ CNC router □ Laser cutter □ 3D printer □ Sewing machines □ Grommet machine □ First Aid stations □ Eyewash stations □ Sharps disposal □ Fire extinguishers □ Lockout/tagout supplies □ Health and Safety Manual □		Pipe bender	
Welders □ Plasma cutter □ Wood lathe □ Metal lathe □ Mill □ CNC router □ Laser cutter □ 3D printer □ Sewing machines □ Grommet machine □ Tool manuals □ First Aid stations □ Sharps disposal □ Fire extinguishers □ Lockout/tagout supplies □ Health and Safety Manual □		Hydraulic press	
Plasma cutter □ Wood lathe □ Metal lathe □ Mill □ CNC router □ Laser cutter □ 3D printer □ Sewing machines □ Grommet machine □ Tool manuals □ First Aid stations □ Sharps disposal □ Fire extinguishers □ Lockout/tagout supplies □ Health and Safety Manual □		Power pipe threader	
Wood lathe □ Metal lathe □ Mill □ CNC router □ Laser cutter □ 3D printer □ Sewing machines □ Grommet machine □ Tool manuals □ First Aid stations □ Eyewash stations □ Sharps disposal □ Fire extinguishers □ Lockout/tagout supplies □ Health and Safety Manual □		Welders	
Metal lathe □ Mill □ CNC router □ Laser cutter □ 3D printer □ Sewing machines □ Grommet machine □ Tool manuals □ First Aid stations □ Eyewash stations □ Sharps disposal □ Fire extinguishers □ Lockout/tagout supplies □ Health and Safety Manual □		Plasma cutter	
Mill □ CNC router □ Laser cutter □ 3D printer □ Sewing machines □ Grommet machine □ Tool manuals □ First Aid stations □ Eyewash stations □ Sharps disposal □ Fire extinguishers □ Lockout/tagout supplies □ Health and Safety Manual □		Wood lathe	
CNC router □ Laser cutter □ 3D printer □ Sewing machines □ Grommet machine □ Tool manuals □ First Aid stations □ Eyewash stations □ Sharps disposal □ Fire extinguishers □ Lockout/tagout supplies □ Health and Safety Manual □		Metal lathe	
Laser cutter □ 3D printer □ 3D printer □ Sewing machines □ Grommet machine □ Tool manuals □ First Aid stations □ Eyewash stations □ Sharps disposal □ Fire extinguishers □ Lockout/tagout supplies □ Health and Safety Manual □		Mill	
3D printer □ Sewing machines □ Grommet machine □ Tool manuals □ First Aid stations □ Eyewash stations □ Sharps disposal □ Fire extinguishers □ Lockout/tagout supplies □ Health and Safety Manual □	Other	CNC router	
Sewing machines □ Grommet machine □ Tool manuals □ First Aid stations □ Eyewash stations □ Sharps disposal □ Fire extinguishers □ Lockout/tagout supplies □ Health and Safety Manual □		Laser cutter	
Grommet machine □ Tool manuals □ First Aid stations □ Eyewash stations □ Sharps disposal □ Fire extinguishers □ Lockout/tagout supplies □ Health and Safety Manual □		3D printer	
Tool manuals □ First Aid stations □ Eyewash stations □ Sharps disposal □ Fire extinguishers □ Lockout/tagout supplies □ Health and Safety Manual □		Sewing machines	
First Aid stations □ Eyewash stations □ Sharps disposal □ Fire extinguishers □ Lockout/tagout supplies □ Health and Safety Manual □		Grommet machine	
Eyewash stations □ Sharps disposal □ Fire extinguishers □ Lockout/tagout supplies □ Health and Safety Manual □		Tool manuals	
Sharps disposal □ Fire extinguishers □ Lockout/tagout supplies □ Health and Safety Manual □		First Aid stations	
Fire extinguishers □ Lockout/tagout supplies □ Health and Safety Manual □		Eyewash stations	
Other Lockout/tagout supplies Image: Constraint of the second se		Sharps disposal	
Other Health and Safety Manual		Fire extinguishers	
		Lockout/tagout supplies	
		Health and Safety Manual	
Right-to-Know station		Right-to-Know station	
Evacuation routes		Evacuation routes	
Soft goods □ storage/inventory □		Soft goods storage/inventory	
Roll door		Roll door	
Dust collector		Dust collector	



Northwestern University Virginia Wadsworth Wirtz Center for the Performing Arts

Welding vent hood	
Spray area	
Fume exhaust collectors	
Air hoses and ports	
Extension cords and outlets	
Ladders and ladder storage	
Brooms and dustpans	
Carts	
Pallet jacks	
Cable-making equipment – swager, go/no-go gauge, etc.	
Other rigging supplies	