



Tool/Equipment Training

This document serves as an evolving list of tool and equipment training completed by each new employee. Some tool training will be covered on the employee's first day; other training will happen over time and on a project-by-project basis. This document should be updated as the employee learns new skills, and training should be revisited if there is an accident or near-miss.

Employee Name: _____

First Day Training Date: _____

Employee Signature: _____

Supervisor Name: _____

Supervisor Signature: _____

First Day Training:

This is training for tools and equipment that the employee needs to understand to be able to complete basic tasks in the shop. For each item listed, a supervisor should:

- Show where the item is kept in the shop
- Explain the circumstances in which the employee would need to use 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 (including proper Lock Out Tag Out procedures)
- If necessary, give a demonstration of how to use the item

First Day Training		Complete?	Comments
Personal Protective Equipment	Safety glasses	<input type="checkbox"/>	
	Ear plugs/earmuffs	<input type="checkbox"/>	
	Dust masks	<input type="checkbox"/>	
	Gloves – nitrile, work	<input type="checkbox"/>	
	Hard hats	<input type="checkbox"/>	
Other	Shop/stage tour	<input type="checkbox"/>	
	Dust collector	<input type="checkbox"/>	
	Air hoses and ports	<input type="checkbox"/>	
	Extension cords and outlets	<input type="checkbox"/>	
	Brooms and dustpans	<input type="checkbox"/>	
	Ladders and ladder storage	<input type="checkbox"/>	
	Carts	<input type="checkbox"/>	
	Roll door	<input type="checkbox"/>	
	Tool manuals	<input type="checkbox"/>	
	First Aid stations	<input type="checkbox"/>	



	Eyewash stations	<input type="checkbox"/>	
	Sharps disposal	<input type="checkbox"/>	
	Fire extinguishers	<input type="checkbox"/>	
	Health and Safety Manual	<input type="checkbox"/>	
	Chemical Inventory QR Code	<input type="checkbox"/>	
	Broken tool procedures	<input type="checkbox"/>	
	Evacuation routes	<input type="checkbox"/>	
	Other:	<input type="checkbox"/>	
First Day Tools	Table saw	<input type="checkbox"/>	
	Chop saw	<input type="checkbox"/>	Straight and mitered cuts
	Radial arm saw	<input type="checkbox"/>	
	Panel saw	<input type="checkbox"/>	
	Drill	<input type="checkbox"/>	Pre-drilling for screws
	Impact driver	<input type="checkbox"/>	Screwing together boards, sinking screws
	Narrow crown stapler/glue	<input type="checkbox"/>	Glueing, fastener length, sinking fasteners



Continuing Training:

This is training for tools and equipment that the student most likely will use over the course of their employment with the shop. This training can be done with the individual student as they encounter each item. For some items, first-use training will be enough to make the student proficient with that item: conducting further training may be unnecessary and is determined at the discretion of the trainer. For many items, it is unlikely that the student will ever demonstrate total proficiency: they will likely need to be reminded how to use the item each time they encounter it. Care will need to be taken to help the student understand how using the tool may differ on a project-by-project basis (for example, using the drill press to drill holes in steel is different than using the drill press with a hole saw).

Continuing Training		1 st Use	2 nd Use	Proficient?	Comments
Personal Protective Equipment	Respirators (grads only, as needed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Knee pads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Non- Powered Hand Tools (the hazardous ones)	Hand saws (pull, hack, coping, keyhole, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Matte knives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Hammers, mallets, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Chisels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Metal files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Hot glue guns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Caulk guns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Hand stapler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Powered Hand Tools	Brad nailer (18 ga.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Finish nailer (16 ga.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Medium crown stapler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	T-nailer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Framing nailer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Pneumatic T50 stapler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Corrugated fastener gun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Pneumatic nail remover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Hole saw	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Circular saws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Jig saws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Angle grinders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Portable band saw	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Routers/laminate trimmers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



	Reciprocating saw	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Powered hand planer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Oscillating tool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Corded drills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Air nozzles/splitters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Air ratchet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Die grinder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Biscuit joiner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Sander	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Hand belt sander	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Airless paint sprayer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	HVLP spray gun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stationary Saws	Dado saw	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Small band saw	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Large band saw	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Cold saw	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Metal band saw	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stationary Power Tools	Drill press	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Router table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Planers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Belt sander/disk sander	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Spindle sander	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Scroll saw	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Bench grinders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Jointer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Hossfeld bender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Roll bender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Pipe bender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Hydraulic press	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Power pipe threader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Wood lathe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Metal lathe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Mill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



	Sewing machines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Grommet machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other	CNC router	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Welding vent hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Spray area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Fume exhaust collectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Pallet jacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Cable-making equipment – swager, go/no-go gauge, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Other rigging supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Soft goods storage/inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	