

- 8. Smoking on school campus is a violation of District rules and the Health Code. _____
- 9. Hands must be dry when handling any electrical equipment. _____
- 10. All four legs/wheels of the chair must be on the floor. Tilting back can cause the loss of balance. _____

Directions: Complete the following statements by putting the appropriate word or words in the blank space provided at the right.

GENERAL SAFETY

- 11. Safety instructions must be given before you are allowed to work on any machine or any _____
- 12. In preparation for any possible fire, you should be familiar with the school’s fire signals, fire procedures and fire _____
- 13. Do not lift materials heavier than your ability to handle them. True or False _____
- 14. Accidents, no matter how slight, must be reported immediately to the _____
- 15. The attention of the instructor should be directed to any violation of _____
- 16. Guards on fans, motors and other equipment must never be removed. True or False _____
- 17. Machinery must never be oiled, cleaned, or adjusted while in _____
- 18. A machine must be started or stopped only by the _____
- 19. Keep your mind on your work. A lapse of attention may mean an _____
- 20. Eye goggles or guards must be worn where there is a possibility of flying particles _____

SHOP PRACTICE

- 21. Before you start any machine, all set-ups must be checked by the _____
- 22. Before you turn on the power, all adjustments must be checked by the _____
- 23. Before you turn on the power, make sure that all other students are clear of _____
- 24. After you turn the machine off, you must stay with it until it _____
- 25. Aisles and working area must be kept clear of _____
- 26. Material or equipment must not be moved unless you can see your way _____
- 27. When using a stepladder, the spreader should be completely _____
- 28. Electrical switches, plugs, or equipment should never be handled with wet _____
- 29. Lighted matches or open flame must be kept away from any _____

- 30. Scraps of material must be kept off the _____
- 31. Electrical conductors or equipment should not be worked on while the current is _____

HAND TOOLS AND BENCH WORK

- 32. Passing students could cause injury if work on tables or in vise is _____
- 33. Sharp pointed tools should not be carried about in your _____
- 34. Keep the handles of the tools free from _____
- 35. A tool having a ragged edge head is referred to as being _____
- 36. Wrenches which are badly worn, chewed, or have sprung openings should not be _____
- 37. Talking to a student while he/she is operating a machine may distract his attention and cause an _____
- 38. Oil should be wiped from the floor because of the danger of _____

REFRIGERANT WORK

- 39. To protect the eyes while handling refrigerant you should wear _____
- 40. Containers of refrigerants must be placed and handled so they will not _____
- 41. Before starting the compressor, the discharge valve must be _____
- 42. When working on units for test or repair purposes, make sure that you do not come in contact with the _____
- 43. In addition to seeing that condenser cooling is amply provided for before you start any refrigerant system, an additional item that must be in proper working order is the high pressure _____
- 44. When entering a closed room or one poorly ventilated, you should wear _____
- 45. Refrigerant containers should not be placed where they will be exposed to flames or _____
- 46. Before cutting into a pipe line, pressure is _____
- 47. Before disconnecting a pipe line, all liquids must be _____

SOLDERING, BRAZING, WELDING

- 48. Acetylene working pressure should never exceed _____
- 49. When passing a torch to another student, it must be turned off _____
- 50. The number of turns to open the acetylene valves should not exceed _____
- 51. When leaving welding equipment for any reason, close the valves and bleed off all _____
- 52. When using oxygen, the cylinder valves should be open _____

HEATING EQUIPMENT

- 53. Pilot lights should be ignited only after the main burner valve is _____
- 54. L.P.G. is dangerous because it is heavier than _____
- 55. Circulating air cannot be taken from the same source as _____
- 56. A device to guard against over-heating in a furnace is known as a _____
- 57. Death can result from firing a heating device if the products of combustion are not eliminated through a _____

Student		Instructor	
THIS IS TO CERTIFY that I have received instructions on safety precautions in my HVAC class.		THIS IS TO CERTIFY that	
The teacher demonstrated to me how to use tools, equipment and chemicals safely and correctly. I will observe all safety precautions. If ever in doubt regarding any operations, I will obtain the necessary information from my teacher.		_____	
		(name of student)	
		has been given safety instructions in my class.	
		I demonstrated the proper use of tools, equipment and chemicals in the class and this student passed this written safety test with 100% accuracy.	
_____	_____	_____	_____
(Student Signature)	(Date)	(Teacher Signature)	(Date)