

**LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF ADULT AND CAREER EDUCATION
SAFETY TEST FOR AUTO BODY PROGRAM**

School: _____ Industry Sector: Transportation

Class: _____ Date: _____

Teacher: _____ Room: _____

(Please Print)

Your Name: _____ Phone: _____

(Last) (First)

Date of Birth: _____ Age: _____ Email: _____

Address: _____

(Street) (City) (Zip)

In Case of Accident, Notify: _____ Phone: _____

To the Student:

These instructions are an important part of training in the Auto Body program. All members of the class must observe safety rules and precautions. Habits of carelessness or of failure to follow these rules are sufficient cause for dismissal from the class.

All students are required to learn these safety rules as part of the Auto Body program. Additional specific safety instructions are taught in the classroom about the various operation of machines and other workplace equipment.

All students will be required to pass this safety examination with 100% accuracy and to sign the back page of this examination indicating that you have received these instructions.

This test must be on file in the school records for 5 years.

Directions: Mark "T" for true if the following statements are completely true or "F" for false if any part of the statement is untrue. The first statement will serve as an example:

- | | |
|--|----------|
| 0. Most accidents in the classroom are due to unsafe acts by people. | T |
| 1. All classroom injuries and accidents must be reported to the teacher immediately. | _____ |
| 2. The school elevator may be used during an emergency such as fire or earthquake. | _____ |
| 3. It is permissible to store heavy items on top of file cabinets and bookcases as long as nothing is stored within 18" of the sprinkler system. | _____ |
| 4. Objects or materials must be passed carefully to or at another student. | _____ |
| 5. You may lift or carry heavy boxes or equipment in school less than 25 lbs. using proper lifting techniques. | _____ |
| 6. Any frayed cord or even the slightest shock or spark from electrical wire or connections must be reported to the instructor immediately. | _____ |
| 7. When broken tools or an unsafe classroom condition are found, or a machine needs repair, it is permissible to make the needed repair and then report the condition to the instructor. | _____ |

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: Choose the best answer from the (a), (b), (c), or (d) choices to complete each statement. Write the letter of your choice on the line provided in the right margin.

“THINK SAFETY”/REPORT TO YOUR INSTRUCTOR

- 1) () Most accidents in the shop are due to:
a) Unguarded equipment
b) Unsafe shop conditions
c) Unsafe acts by people
d) Following safety procedures
- 2) () Before working with any machines, equipment, or power tools in the shop, you must:
a) Pass a safety test and be sure there's an instructor in the shop
b) Learn how to turn on the machines
c) Check each machine by turning it on for a short time
d) Have prior experience on the machine, equipment, or tool
- 3) () When there is even the slightest accident, injury, or illness in the shop, you should first:
a) Tell your instructor
b) Get the first aid kit and use it
c) Get the injured person to the nurse
d) Put a Band-Aid on the injury and continue working
- 4) () Whenever you find broken tools, an unsafe shop condition, or a machine in need of repair, you should first:
a) Make the needed repair at once
b) Use the tool, complete the repair and then report the broken tool
c) Report the condition to your instructor
d) Warn your classmates to be careful
- 5) () Before test-running an engine or using any power machinery, be sure to:
a) See that all safety guards are removed
b) Get your instructor's permission
c) Both a and b
d) Neither a nor b

WEAR PROTECTIVE CLOTHING

- 6) () California law states that "Eye protective devices (approved safety goggles or a face shield) shall be worn while:
a) Working under a car"
b) Repairing or servicing any vehicle or other machinery or equipment"
c) Using power machinery"

- 7) () Since loose clothing, ties, dangling jewelry and long hair could get caught in moving parts of machines you should:
- a) Get another student to help you
 - b) Get your hair cut before using machinery
 - c) Stay away from such machinery
 - d) Wear properly fitting clothes and tuck in all loose ends and hair before working on a machine or project
- 8) () To protect your feet from falling objects, spilled acid, or objects on the floor of the shop you should wear:
- a) Sneakers
 - b) Sandals
 - c) Solid shoes with full tops, preferably with rubber soles and heels
 - d) Shoes with full tops and oil resistant soles

LIFTING AND CARRYING SAFETY

- 9) () When lifting heavy objects, keep your back and head as straight as possible, and use your:
- a) Arm muscles
 - b) Back muscles
 - c) Leg muscles
 - d) Stomach muscles
- 10)() Lifting heavy objects and carrying long pieces should be done by:
- a) More than one person
 - b) Someone else
 - c) Knocking obstacles out of your way
 - d) All of the above

PREVENT FIRE AND BURNS

- 11)() In case a fire begins in the shop, you should first:
- a) Know where fire extinguishers are and how to use them
 - b) Report the fire and follow only your instructor's directions
 - c) Know how to turn off the power machinery
 - d) All of the above
- 12)() Gasoline should never be used:
- a) For cleaning
 - b) Near sparks or flames
 - c) To pour into the carburetor to start the car
- 13)() To prevent hand and arm burns, never:
- a) Use your hand as a choke when the engine is cranking or running
 - b) Remove a hot radiator cap with your bare hands
 - c) Both a and b
 - d) Neither a nor b

- 14)() Materials or fluids that are flammable or combustible should never be used near sparks or flames. If you do not know whether or not a material is combustible, you should:
- a) Read the label on the container or ask the teacher
 - b) Light a match to a small sample of the material or fluid to find out
 - c) Ask a more experienced person
 - d) All of the above
- 15)() Liquids or grease spilled on the floor should be cleaned up to prevent:
- a) Fire
 - b) Slips and falls
 - c) Both a and b
 - d) Neither a nor b
- 16)() Before you leave the area, put all rags containing oil, gasoline, paint, solvents, or other similar flammable materials:
- a) In covered metal containers
 - b) Under the nearest bench
 - c) In your pocket
 - d) In your locker
- 17)() If battery acid splashes on your skin or clothing, you should first:
- a) Wipe it off quickly with a rag
 - b) Clean it off with solvent
 - c) Rinse it off with plenty of water
 - d) Find your instructor and report it

SHOP PRACTICE

- 18) () Floors and aisles should be kept clear. Hoses, cords, creepers, and jacks must be kept out of passageways to prevent:
- a) Slips and falls
 - b) A messy-looking shop
 - c) A bad rating by the inspectors
 - d) Injuries
- 19) () The large shop doors should be kept open when engines are running because:
- a) The engines make noise
 - b) Good air circulation is needed to protect against carbon monoxide gas poisoning
 - c) Both a and b
 - d) Neither a nor b
- 20)() When the vehicle is elevated on the lift the door on the vehicle should be:
- a) Opened
 - b) Closed
 - c) Locked
 - d) Left ajar

- 21)() To prevent injury to eyes or ear drums from flying particles, an air hose should never be:
- a) Pointed toward yourself or others
 - b) Used to clean dust from your clothing
 - c) Both a and b
 - d) Neither a nor b

HAND TOOLS AND BENCH WORK

22)() Using the tool of the right size, shape, and recommended "work load" for the job is important. Do not just pick up any available tool to "get by" because:

- a) The wrong tool can slip and hurt you
- b) Over-loading a tool can cause breakage and injury
- c) Both (a) and (b)
- d) It is permissible to use any available tool

23)() Never use chisels, hammers, punches, or any tools with:

- a) Round heads
- b) Mushroomed heads
- c) Flat heads
- d) Square heads

24)() Which is a good safety practice when working with hand tools?

- a) Giving tools to another person by the handles first
- b) Cleaning off greasy handles so they aren't slippery
- c) Both a and b
- d) Neither a nor b

25) () Never carry sharp-edged tools in your pocket or with the point toward your body because:

- a) You'll get hurt if you slip and bump against them
- b) They will ruin your clothes
- c) You'll forget where you left them.
- d) Someone else might be injured

26) () Be sure sharp-edged tools are kept sharp because:

- a) A dull tool can slip over the work and injure you
- b) A dull tool needs more pressure and is harder to control, and thus it is more dangerous
- c) Both a and b
- d) Neither a nor b

27) () After making sure your hammer, screwdriver, or file is right for size, type, and sharpness, etc., the next most important thing to check for is:

- a) A tight-fitting handle
- b) If anyone else needs the tool
- c) Price
- d) None of the above

- 28) () When you work with a screwdriver:
- a) Be sure the tip is not worn, chipped, or broken
 - b) Hold your work in the palm of your hand
 - c) Use any sized tip since it will probably do the job
 - d) Keep both hands on the screwdriver

OPERATE POWER MACHINERY SAFELY

29) () In case of any emergency when you are operating power machinery, always be ready first to:

- a) Turn the power off
- b) Finish the job and then report the trouble
- c) Get away from the machine fast
- d) Notify your instructor

30) () Before leaving a power machine, be sure that:

- a) All parts have stopped moving
- b) The power has been turned off
- c) Both a and b
- d) Neither a nor b

31) () The power must be *off* when you are oiling, cleaning, or adjusting any power equipment to:

- a) Save electricity
- b) Keep your attention on your work
- c) Prevent catching your hands or clothing in moving parts
- d) None of the above

32) () Before you start a power machine, be sure that you:

- a) Get your instructor's instructions and permission
- b) Check to make sure that guards and safety devices are in place and adjustments are tightly locked;
- c) Both a and b
- d) Neither a nor b

33) () Before you turn on the power to start a machine, be sure:

- a) Any loose tools or other objects are removed from the machine
- b) You are not standing where you could be injured by material thrown by the machine
- c) To check with your instructor
- d) All of the above

PORTABLE POWER TOOLS

34) () To avoid injury from the chuck key or the rotating drill, be sure:

- a) The drill will not be accidentally turned on while you are tightening the chuck
- b) The switch is on before plugging the drill into a wall outlet
- c) The switch is *off* before plugging into an outlet
- d) Both a and c

- 35) () Extension cords should be:
- Red in color
 - Draped across aisles
 - Checked for worn insulation
 - Yanked out of the outlet when finished
- 36) () When using power equipment, be sure your hands and feet are dry because wet hands and feet invite:
- Shocks
 - Blisters
 - Dirt
 - None of the above
- 37) () While drilling with the electric or pneumatic drill:
- Brace yourself well and be ready to release the switch in case the drill grabs
 - Keep your face away from the drill
 - Both a and b
 - Neither a nor b
- 38) () When drilling a small piece of material:
- Hold it in your lap
 - Never hold it in your hand
 - Use extra pressure
 - Use pliers to hold the material
- 39) () To prevent the work from catching between the rest and the grinding wheel, the gap between them should be no greater than:
- 1 inch
 - 1/4th inch
 - 1/8th inch
 - 1/2"
- 40) () Before starting the grinder, be sure that:
- The side wheel guards are removed
 - The grinding wheel is securely in place
 - Both a and b
 - Neither a nor b
- 41) () To prevent the work from slipping into the grinding wheel:
- Hold it with a rag
 - Hold it with vise grips or a vise
 - Hold it with pliers
 - Hold it with gloves
- 42) () To avoid injury from flying particles:
- Always wear safety goggles or a face shield
 - Grind on the sides of the wheel only
 - Stand in front of the wheel when starting the grinder
 - The tool rest should be 1/4" from the wheel

- 43) () To prevent the grinder from throwing the work:
- a) Grind above the center of the wheel
 - b) Grind below the center of the wheel
 - c) Push the work downward between the wheel and the rest
 - d) Grind on the side of the wheel
- 44)() The vise should be held firmly to prevent the work from:
- a) Overheating
 - b) Falling
 - c) Revolving in a dangerous manner
 - d) All of the above
- 45) () When the drill begins to cut through the work, ease up on the:
- a) Chuck
 - b) Feed pressure
 - c) Vise
 - d) Drill speed
- 46) () An improperly ground drill can cause the drill to:
- a) Dig into the work
 - b) Throw the work
 - c) Both a and b
 - d) Neither a nor b
- 47)() Before the power is turned on, the drill chuck key must be:
- a) Removed from the chuck
 - b) Installed correctly
 - c) Adjusted
 - d) Lubricated
- 48) () The machine should be stopped before removing work, chips, or cuttings. Chips and cuttings should then be removed from the table with:
- a) An air gun
 - b) Your hand
 - c) A brush
 - d) A shop towel
- 49) () When jacking out the Porto-Power, you should stand:
- a) Behind it
 - b) To the side
 - c) Never in front
 - d) None of the above
- 50)() Be careful not to let the Porto-Power slip to prevent injury to yourself and:
- a) Others
 - b) Damage to the vehicle
 - c) Hose
 - d) Ram

AXLE STANDS AND JACKS

- 51) () Before lifting a car with a hydraulic jack, first be certain that:
- a) The car's transmission is in neutral
 - b) Your instructor has checked the job and the equipment that you are using
 - c) The rest on top of the jack is in proper position
 - d) All of the above
- 52) () When one end of a car is lifted, blocks should be used:
- a) At the lifting end before jacking
 - b) At the opposite end after jacking
 - c) Where and how the instructor tells you, according to the type of equipment that you are using
 - d) At the opposite end of the vehicle before jacking
- 53) () Be sure the jack is correctly positioned under a strong section of the car, especially if:
- a) It is a station wagon
 - b) There is extra weight in the trunk
 - c) The car has a unit construction body
 - d) It is a 4-wheel drive
- 54) () If the jack is used under an axle, make sure that:
- a) The vehicle's transmission is in neutral
 - b) The lifting pad is positioned correctly to prevent slipping
 - c) Both a and b
 - d) Neither a nor b
- 55)() You should never:
- a) Crawl under a car supported only by a jack
 - b) Keep the hydraulic valve closed after raising the car
 - c) Leave the jack handle pointing straight up
 - d) Torque the lug nuts
- 56) () When using a pair of axle stands, check to be sure that they:
- a) Are the same height
 - b) Are the same brand
 - c) Have proper school identification numbers
 - d) Are the same size
- 57)() When lowering a car on a hydraulic jack, you should:
- a) Lower it slowly
 - b) Remove the wheel blocks before releasing the jack
 - c) Keep the hydraulic valve closed
 - d) Lower the car rapidly

PAINTING AND REFINISHING

- 58) () An electric drill should never be used in the paint booth as brushes will arc and may ignite the:
- a) Lighting
 - b) Fumes
 - c) Vapor
 - d) Connection
- 59) () When using lacquer thinner or urethane reducer, be careful not to splash any in your:
- a) Clothing
 - b) Tools
 - c) Eyes
 - d) Shoes
- 60)() Urethane should never be applied near a:
- a) Parked vehicle
 - b) Flame or Spark
 - c) Building
 - d) Another student
- 61)() Smoking or carrying matches in a paint booth is:
- a) Dangerous
 - b) Flammable
 - c) Hazardous
 - d) Allowed
- 62)() What protection must be worn when using a spray gun?
- a) Gloves
 - b) You must wear a mask /respirator
 - c) Goggles
 - d) All the above
- 63)() When starting the spray gun, point the nozzle toward the:
- a) Wall
 - b) Another person
 - c) Work
 - d) Filters
- 64)() To prevent the accumulation of paint fumes, make certain the exhaust fan is:
- a) Off
 - b) Operating
 - c) Clearly marked
 - d) All of the above

OXYGEN-ACETYLENE WELDING

- 65) () The valve protection caps are designed to protect valves from being:
- a) Used
 - b) Damaged
 - c) Transported
 - d) Turned on
- 66)() To keep cylinders from being knocked over while in use, secure them with a truck, steadying device or:
- a) Rope
 - b) Masking tape
 - c) Chain
 - d) Table
- 67)() Always keep cylinders away from cutting work or:
- a) Clothes
 - b) Feet
 - c) Flames
 - d) Contamination
- 68) () Closing cylinder valves after use prevents fire hazards and:
- a) Explosion
 - b) Waste
 - c) Storage hazards
 - d) Damage
- 69) () Compressed air should never be confused with:
- a) Oxygen
 - b) Helium
 - c) Argon/C02
 - d) All of the above
- 70) () Acetylene should never be allowed to saturate any part of the clothing as it could:
- a) Ignite
 - b) Smell
 - c) Stain
 - d) Cause Skin damage
- 71) () Cylinder fittings should be free of oil or:
- a) Putty
 - b) Grease
 - c) Dirt
 - d) All of the above
- 72)() Never attempt to repair the oxygen or acetylene cylinder:
- a) Tanks
 - b) Main valves
 - c) Regulators
 - d) All of the above

- 73) () Rough treatment to acetylene cylinders could damage the valve and:
- a) Appearance
 - b) Fuse Plugs
 - c) Paint
 - d) Cement
- 74) () Detect gas leaks with:
- a) Soapy Water
 - b) Match
 - c) Nose
 - d) Oil
- 75) () An acetylene valve should never be opened near other welding or cutting work, near sparks, flame or any other possible sources of:
- a) Damage
 - b) Ignition
 - c) Contamination
 - d) None of the above
- 76) () If the cylinder valves are opened suddenly the pressure might cause the regulator gauges to:
- a) Explode
 - b) Eye injury
 - c) Blister
 - d) Rupture
- 77) () What should be attached to cylinder tanks in order to obtain a safe constant working pressure?
- a) Regulators
 - b) Hose
 - c) Main valve
 - d) "T" handle
- 78) () In order that the acetylene can be turned off quickly in an emergency, what must be left on the valve?
- a) T-Wrench
 - b) Adjustable wrench
 - c) Socket
 - d) Pliers
- 79) () Close the cylinder valve when you have finished in order to relieve pressure in the regulator and:
- a) Cylinder damage
 - b) Hose Line
 - c) Torch Body
 - d) None of the above

- 80)() The number of turns to open an acetylene cylinder is:
- a) 3/4
 - b) 1
 - c) 1 1/2
 - d) 2
- 81)() A left hand thread is encountered when hooking up a:
- a) Oxygen line
 - b) Regulator
 - c) Acetylene Hose
 - d) Valve
- 82)() When watching any acetylene welding, you must wear:
- a) Arc welding helmet
 - b) Sun Glasses
 - c) Welding goggles or helmet
 - d) Clear face shield
- 83) () A torch must be lighted with a:
- a) Match
 - b) Another torch
 - c) Cigarette lighter
 - d) Friction lighter
- 84) () In case of an emergency, the space between the cylinders and the job should always be:
- a) Clear
 - b) 5 feet
 - c) 10 feet
 - d) 15 feet
- 85) () Fifteen pounds of pressure is the maximum to be used on the:
- a) Hose
 - b) Acetylene regulator
 - c) Oxygen regulator
 - d) Garden hose

Student

Instructor

THIS IS TO CERTIFY that I have received instructions on safety precautions in my Auto Body class.

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.

THIS IS TO CERTIFY that

(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)