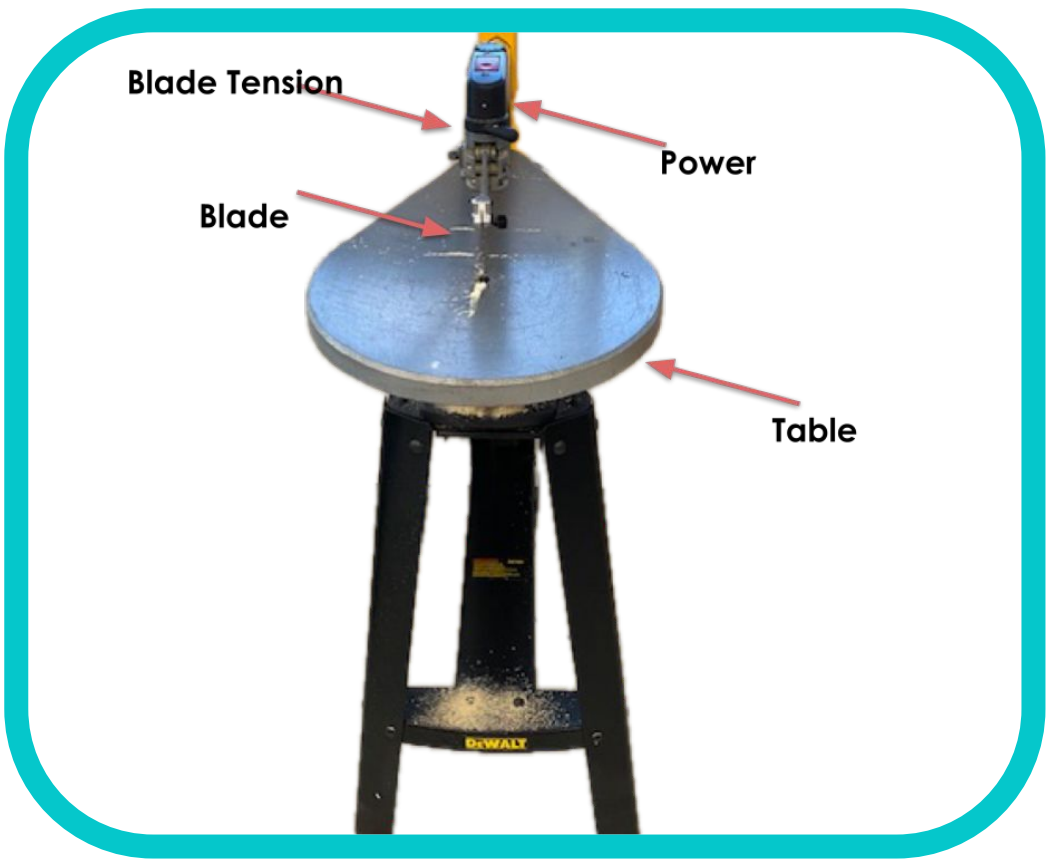
Scroll Saw

BEFORE USING

- **Inspect:** Ensure the blade is tight and not missing teeth.
- **Secure:** Ensure blade tension is correct
- **Power**: Turn on dust collector



WHILE USING

- **Keep Hands Clear:** Keep your hands away from the cutting area and use a push stick or clamp to hold small pieces, ensuring your fingers remain a safe distance from the blade.
- **Use the Right Blade:** Choose the appropriate blade for your material and cutting needs. Ensure the blade is installed correctly and tightened properly.
- **Respiratory Protection:** Turn on dust collection system before starting
- **Eye Protection:** Ensure you are wearing CSA approved eyewear at all times.

WHEN DONE USING

- **Cleanup:**Brush are chips and dust off the machine
- **Cleanup:**Sweep round the work area
- **Cleanup:** Place all off cuts in the scrap bin
- **Power:** Turn off the dust collector

Drill Press

BEFORE USING

- **Inspect:** Cutting teeth of the drill bit are sharp.
- **Secure:** Clamp your workpiece to the cutting table.
- **Powe:** Turn on dust collector

WHILE USING

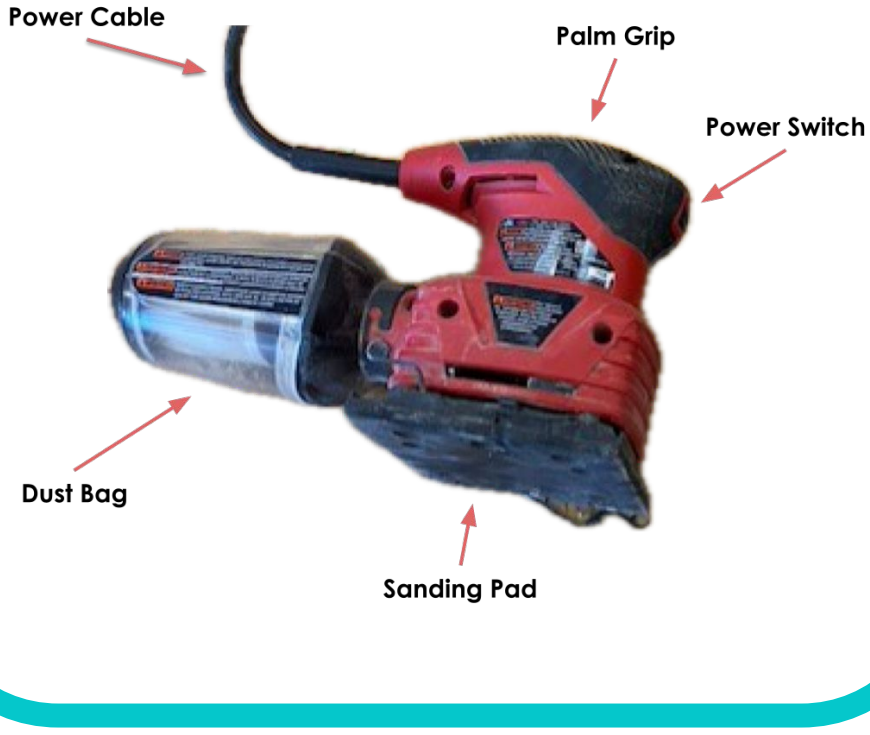
- **Body Awareness:** Always position overhang to the left side of the drill.
- **Respiratory Protection:** Wear a mask when drilling pressure treated wood.
- **Eye Protection:** Ensure you are wearing CSA approved eyewear at all times.
- **Sacrifice Board:** Place scrap under your material when possible to avoid tear out.
- **Round Material:** Use a V-block when drilling round materials.

WHEN DONE USING

- **Storage:** Remove drill bit and return to the correct location
- **Cleanup:**Brush are chips and dust off the machine
- **Cleanup:**Sweep round the work area
- **Power:** Turn off the dust collector

PALM SANDER

BEFORE USING



- **Inspect sandpaper**: With sander off and unplugged, check for wear and tears.
- **Secure wood:** Clamp wood to a stable surface before sanding.
- **Respiratory protection:** Sand in a ventilated area and/or wear a dust mask.

WHILE USING

- **Wear gloves:** Protect hands from splinters and vibrations.
- **Two-hand grip:** Use both hands for control and to reduce fatigue.
- **Don't force the sander:** Let it do the work, avoid applying excessive pressure.
- **Watch material surface:** Avoid sanding wet or damp wood and over metal objects.
- **Prevent overheating:** Allow sander to cool down after extended use.

WHEN DONE USING

- **Power safety:** Unplug and turn off sander before changing sandpaper or making adjustments.
- **Clean workspace:** Remove dust and debris from workspace and palm sander after each use.
- **Store properly**: Return palm sander to storage bag, making sure the power switch is off and the cord is neatly wrapped around the body of the sander.

POWER DRILL

BEFORE USING

- **Secure materials**: Clamp materials to a stable surface
- **Choose the right bit**: Select the bit for the material being drilled or screw being driven.
- **Tighten bit in chuck**: Twist the chuck counterclockwise, insert the bit, and tighten by turning the chuck clockwise.

WHILE USING

- **Use two hands**: Grip firmly with one hand on the handle and the other on the trigger.
- **Emphasize control and accuracy:** Start drilling slowly and steadily.
- **Switch off correctly:** Release the trigger and wait for the bit to stop spinning before setting the drill down.
- **Avoid overheating:** Allow the drill to cool down if it becomes hot during extended use.

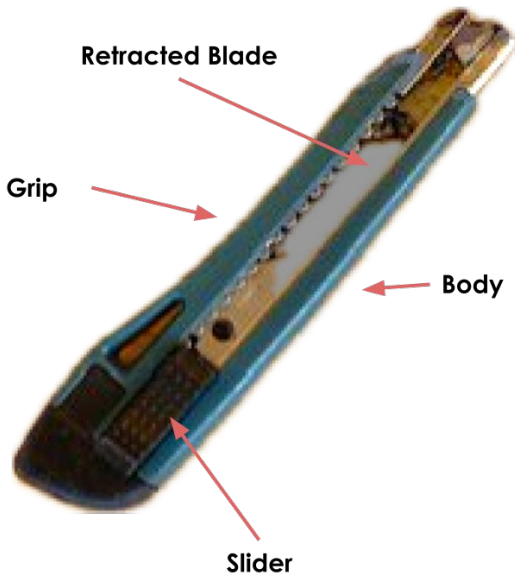
WHEN DONE USING

- **Remove drill bit:** Twist the chuck clockwise until the bit is loose. Remove the bit and store in bit container.
- **Battery care:** (if applicable) Remove the drill battery and place in the charger.
- **Store properly:** Return power drill to storage bag, (if applicable) making sure the cord is neatly wrapped around the grip.

UTILITY KNIFE

BEFORE USING

- **Blade Inspection**: Make sure the knife is in good condition and the blade is secure.
- **Secure materials:** Clamp materials to a stable surface on top of the cutting board.
- **Wear cut-proof gloves**: Protect hands from dangerous cuts.



WHILE USING

- **Lock blade:** Extend blade less than 1 cm from the grip and lock slide.
- **Body awareness:** Cut away from the body and keep the free hand clear of the cutting path.
- **Hold correctly**: Hold the knife firmly but comfortably with your index finger on the spine of the grip for control.
- **Cutting technique:** Make smooth cuts at a shallow angle and apply gentle pressure. Repeat cut as needed.

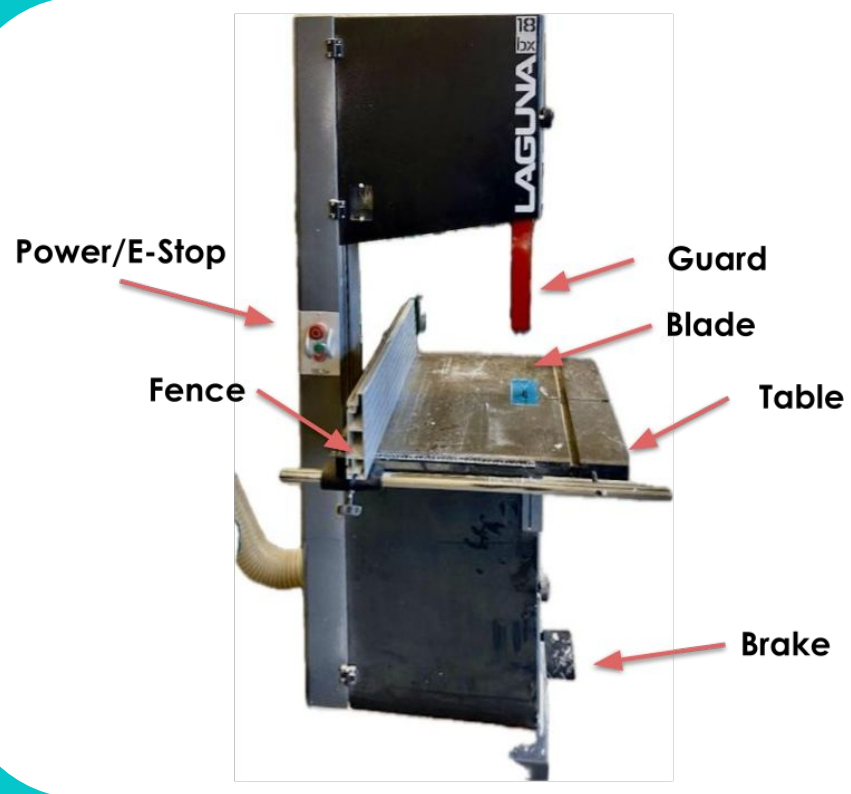
WHEN DONE USING

- **Store safely**: When not in use, retract and lock the blade using the slide.

BAND SAW

BEFORE USING

- **Guarding:** Inspect the guard is in working order and set it to ¼" above your workpiece
- **Teeth:** Blade condition and all guards before use.
- **Fence:** Set and lock the fence if you are using it
- **Dust:** Turn on Dust collector
- **Power:** Turn machine on and let it get to full speed



WHILE USING

- **Respiratory Protection:** Turn on dust collection system before starting
- **Eye Protection:** Ensure you are wearing CSA approved eyewear at all times.
- **Hands:** Always keep hands at least 4" away from the blade
- **Round Material:** Use a V-block when cutting round materials
- **Relief Cuts:** Utilize relief cuts when cutting large curves.

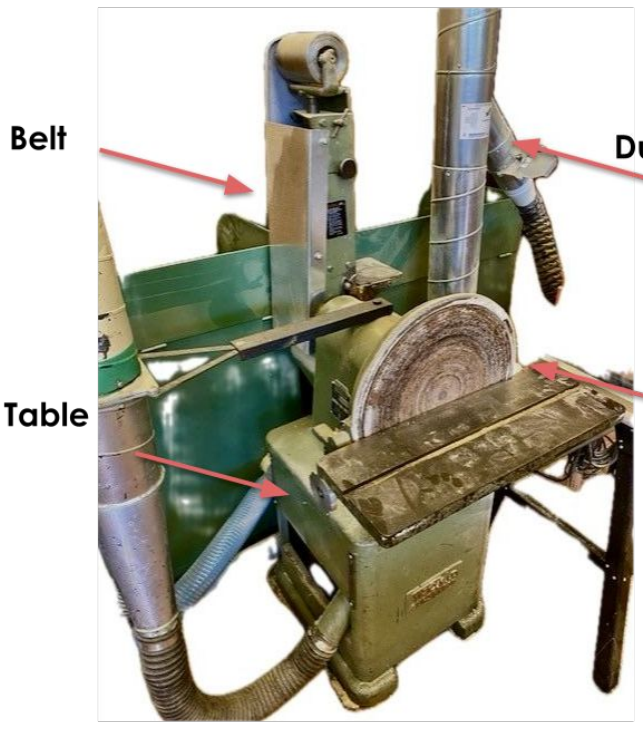
WHEN DONE USING

- **Stop Blade:** Use foot brake to stop the blade
- **Cleanup:** Brush off chips and dust off the machine
- **Cleanup:** Sweep round the work area
- **Cleanup:** Place all off cuts in the scrap bin
- **Power:** Turn off the dust collector

DISC/BELT SANDER

BEFORE USING

- **Clean:** Use wax to clean the grit if needed
- **Grit:** Ensure paper is not ripped or torn.
- **Table:** Ensure table is locked and guards are in working order
- **Dust:** Turn on dust collector
- **Power:** Turn machine on and let it get to full speed



WHILE USING

- **Secure:** Hold your material firmly against the table at all times.
- **Respiratory Protection:** Turn on dust collection system before starting
- **Eye Protection:** Ensure you are wearing CSA approved eyewear at all times.
- **Dust Direction:** Always sand on the right side of the disk to ensure the dust goes downward.
- **Hands:** Always keep your hand at least 2" away from the paper.
- **Procedure:** Keep your material moving at all times to avoid burns or cuts.

WHEN DONE USING

- **Power:** Turn off Dust collector
- **Cleanup:** Brush off machine and sweep around the work area

HAND PLANER

BEFORE USING

- **Sharp:** Inspect the cutting blade is sharp
- **Thickness:** Set and lock the blade to the thickness of chip required
- **Handles:** Ensure handles are tightened
- **Workpiece:** Clamp your workpiece to the table or use a vise

WHILE USING

- **Secure:** Fasten your material down or use a vise when planing.
- **Respiratory Protection:** Wear a mask when planing pressure treated wood.
- **Eye Protection:** Ensure you are wearing CSA approved eyewear at all times.
- **Hands:** Keep both hands on the planing while cutting.
- **Direction:** Always cut with the grain (not across).

WHEN DONE USING

- **Cleanup:** Clear all chips out of the cutting blade
- **Cleanup:** Sweep up the work area
- **Storage:** Place hand planer back in the correct location

IMPACT DRIVER

BEFORE USING

- **Power:** Lock in a fully charged battery
- **Trigger:** Make sure the trigger is in working order and quick connection is securely holding the driver.
- **Driver:** Set and lock your driver into the quick release, make sure it is locked in
- **Workpiece:** Secure workpiece to a table or vise if needed

WHILE USING

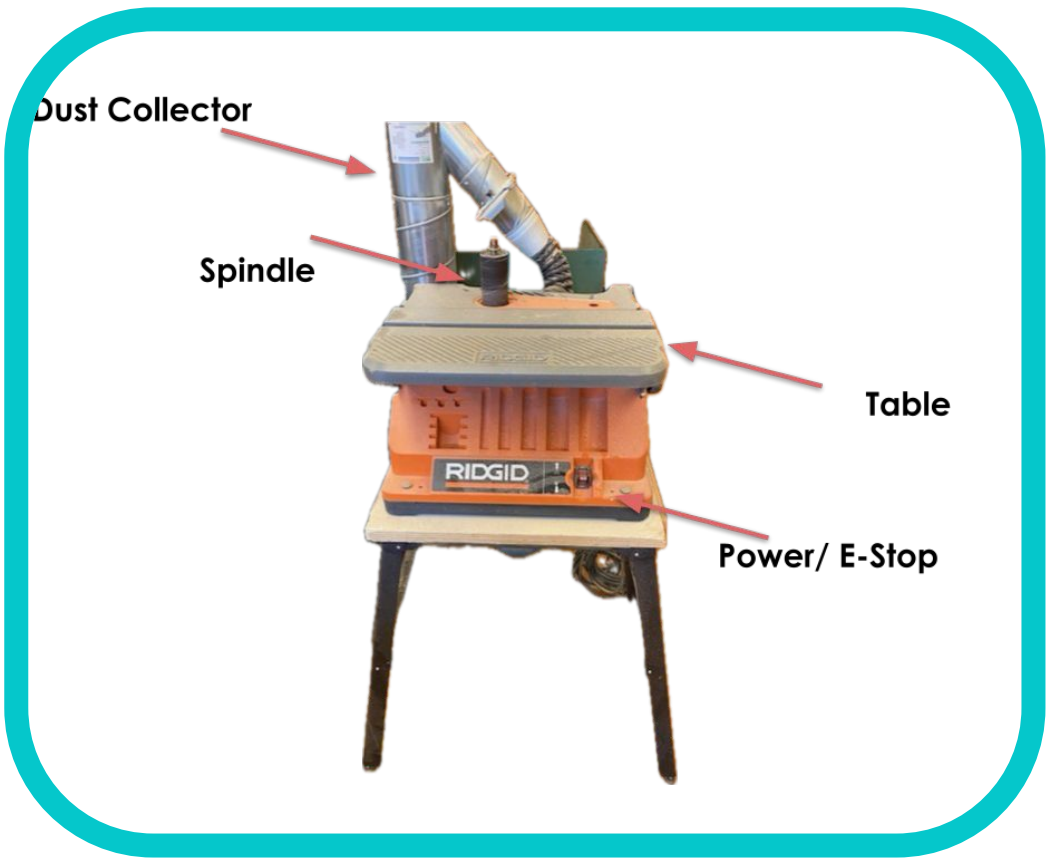
- **Use two hands:** Grip firmly with one hand on the handle and one on the trigger.
- **Control and accuracy:** Start drilling slowly and accurately.
- **Alignment:** Ensure your driver head is aligned with the fastener to abode stripping of the driver bit.

WHEN DONE USING

- **Storage:** Remove quick release driver and put back in correct location
- **Power:** Remove battery and place on charge
- **Storage:** Place drill in correct location

OSCILLATING SPINDLE SANDER

BEFORE USING



- **Inspect:** Ensure paper is not ripped or torn.
- **Clean:** Use wax to clean the grit if needed
- **Guarding:** Ensure table is locked and guards are in working order
- **Dust:** Turn on dust collector
- **Power:** Turn machine on and let it get to full speed

WHILE USING

- **Secure:** Hold your material firmly against the table at all times.
- **Eye Protection:** Ensure you are wearing CSA approved eyewear at all times.
- **Uniformed Cut:** Always move your workpiece in the opposite direction that the spindle is spinning at an even feed rate.
- **Hands:** Always keep your hand at least 2" away from the paper.
- **Procedure:** Keep your material moving at all times to avoid burns or cuts.

WHEN DONE USING

- **Power:** Turn off Dust collector
- **Cleanup:** Brush off machine and sweep around the work area

PLIERS

BEFORE USING

- **Inspect:** Make sure handles are in good condition and the jaws are in working order.

WHILE USING

- **Secure:** Place your workpiece in a vse when necessary.
- **Eye Protection:** Ensure you are wearing CSA approved eyewear at all times.
- **Opposite hand:** Make sure your opposite hand is safe from getting pinched.
- **Dominant Hand**: Use your stronger hand to operate the pliers.

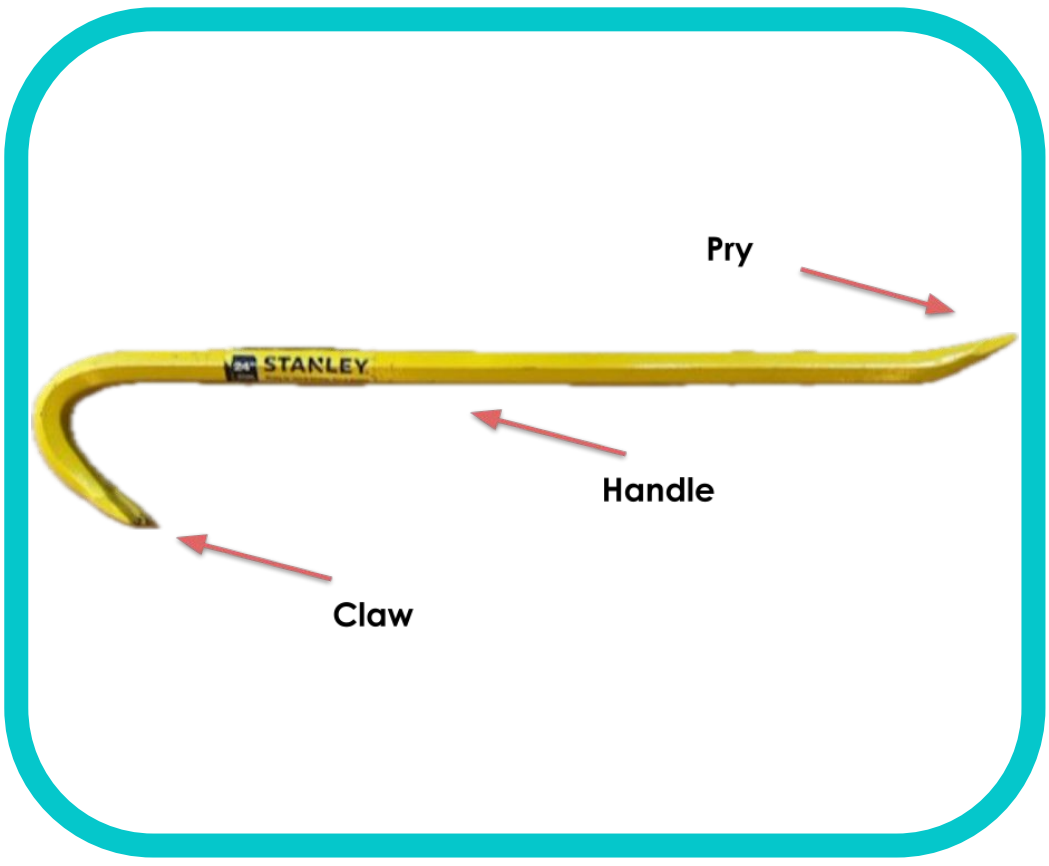
WHEN DONE USING

- **Storage:** Clean up work area, wipe down pliers and place in the correct storage location

WRECKING/PRY BAR

BEFORE USING

- **Inspect:** Ensure the pulling teeth are sharp and in working order.



WHILE USING

- **Hand Protection:** Wear CSA approved gloves to avoid nails and splinters.
- **Eye Protection:** Ensure you are wearing CSA approved eyewear at all times.
- **Two hands:** Place both hands on the bar whenever possible.
- **Debris:** Frequently pick up nails and debris to avoid tripping hazards.

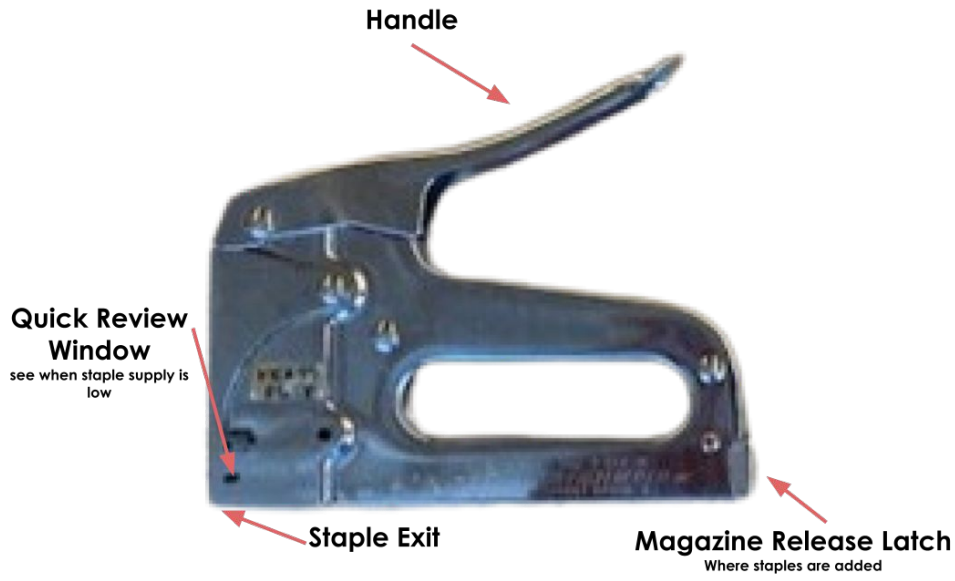
WHEN DONE USING

- **Storage:** Clean up work area, wipe down bar and place in the correct storage location

CONSTRUCTION STAPLER

BEFORE USING

- **Check safety latch and staple supply:** Ensure the safety is on (if tool has one) and that the stapler is loaded with staples
- **Stable surface:** Make sure the materials to be stapled are on a stable surface and that the stapler will be able to be used without hands being near the stapled area.



WHILE USING

- **Strong grip:** Hold the stapler firmly with one or two hands against the surface to be stapled
- **Direct contact**: Ensure the staple exit point is in direct contact with the material to be stapled and do not staple on top of another staple or other foreign materials.
- **Even pressure:** Squeeze the trigger steadily to drive the staple into the material.
- **Staple safety:** Never point the stapler at yourself or others.

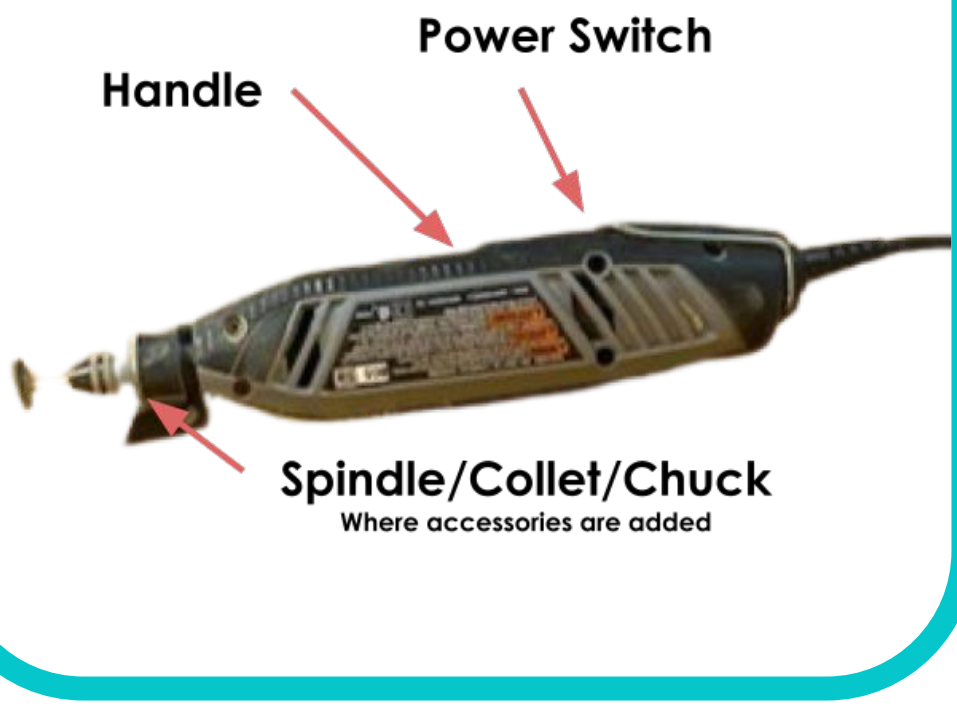
WHEN DONE USING

- **Use safety latch:** If the stapler has one, put the safety latch on, as soon as stapling is finished.

DREMEL

BEFORE USING

- **Secure materials:** Clamp materials to a stable surface.
- **Power safety:** Make sure the power switch is off before plugging in.
- **Check accessory:** Make sure the accessory is installed properly; this will vary depending on the model being used



WHILE USING

- **Hand and body positioning:** Hold the tool away from the face and body.
- **Light pressure:** Let the tool do the work.
- **Grip appropriately:** Ensure the tool is held firmly when turning on. Multiple grips can be used:
  a. Pencil grip
  b. One-handed grip
  c. Two-handed grip

WHEN DONE USING

- **Unplug and wait:** Always turn off and unplug the tool before making adjustments or changing the accessory. Make sure the tool has come to a complete stop before putting it down.
- **Clean up:** Brush off machine and clean-up around the work area.
- **Remove accessories:** And store properly.

GLUE GUN

BEFORE USING

- **Wear gloves:** To minimize the risk of burns while using a glue gun.
- **First aid:** Have cold water readily available in case of burns.
- **Prep workspace:** Place glue gun on protective surface.
- **Tool set-up:** Check that the glue gun stand is functioning properly.

WHILE USING

- **Aware of surroundings:** Only point the glue gun towards the work that needs to be glued.
- **Safe gluing:** Keep fingers away from the tip of the glue gun and the area where the glue will be applied to prevent burns.
- **Stick replacement:** When replacing glue stick, gently place it in the back of the gun without forcing it.
- **Material caution:** Use caution when working with metals, thin plastic, or cotton balls with a glue gun to prevent burns.

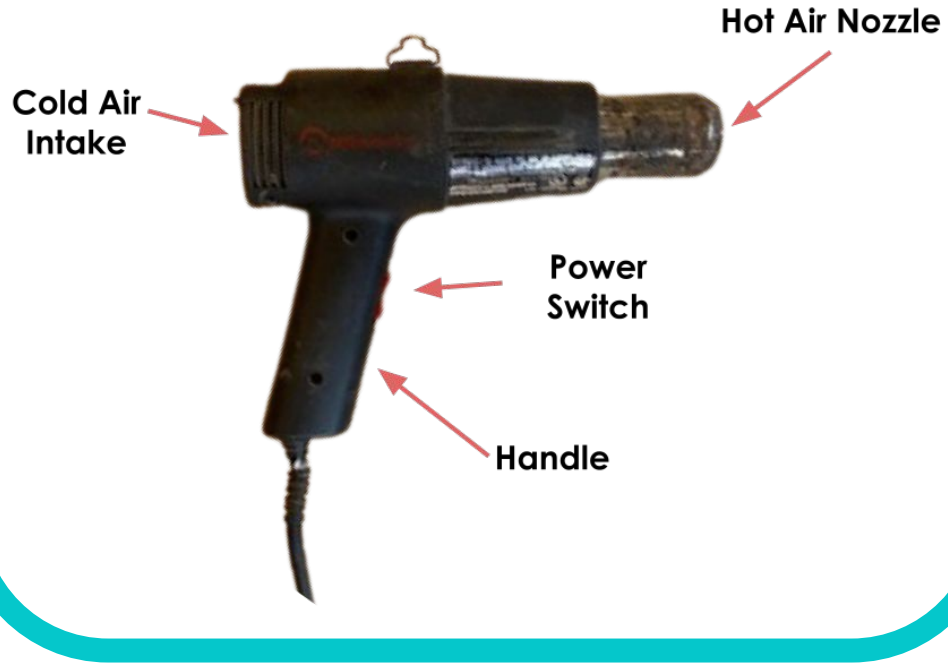
WHEN DONE USING

- **Storage:** unplug glue gun. Allow the glue gun to cool fully before storing it to prevent accidents or damage.

HEAT GUN

BEFORE USING

- **Workspace:** Ensure proper ventilation, a clear space free of flammable materials and use a heat-resistant surface,
- **Burn protection and first aid:** Always wear gloves and have cold water nearby for accidents.
- **Tool set-up:** Place heat gun on stable surface.



WHILE USING

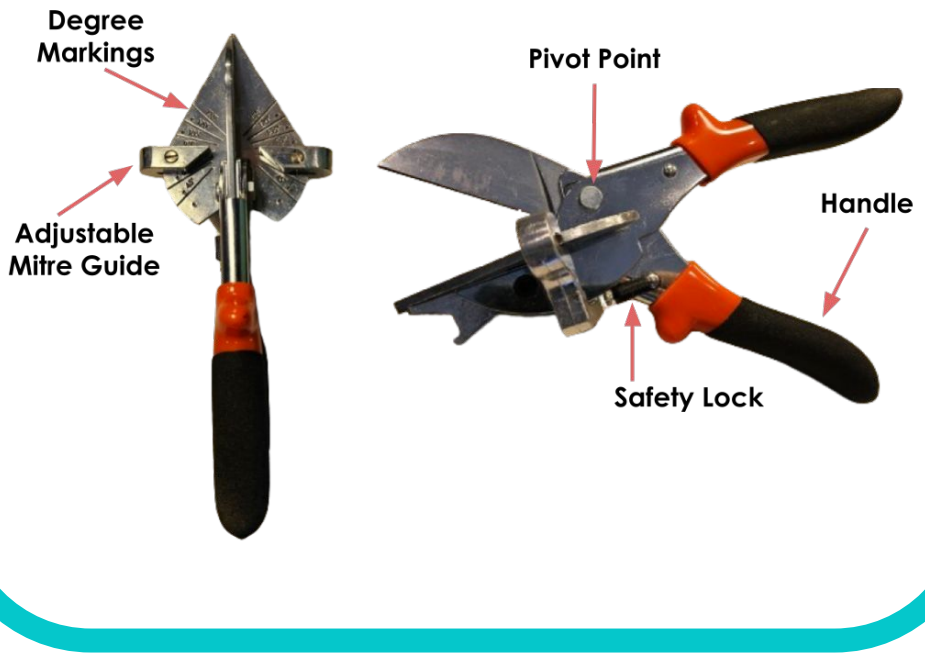
- **Clamp materials:** Secure materials to be heated with a clamp or vise.
- **Hand positioning:** Only hold the handle of the heat gun while in use.
- **Watch heat direction:** Ensure the direction of heat is always pointing away from yourself and others.
- **Maintain distance:** Keep 1 cm distance between heat gun and work surface. Do not block or insert objects into the nozzle.
- **Temperature setting:** Use the heat gun at the right temperature.

WHEN DONE USING

- **Cool before storing:** Turn off the heat gun before setting it down and let it cool completely before storing.

MITRE SNIP

BEFORE USING



- **Set guide:** Depending on the model, adjust the degree guide while the snips are securely locked in place.
- **Plan ahead:** Mark the cut line on the material before unlocking the snips.

WHILE USING

- **Hand safety:** Keep the hand holding the material to be cut away from the blade to prevent any accidents.
- **Snip technique:** Point the snips downward, squeeze the handles, and cut in a slow, steady motion to ensure a clean and precise cut.
- **Gentle force:** Avoid rushing or forcing the snips through the material. Do not leverage the handles on a work surface.
- **Lock snips:** Always lock the snips before picking up material pieces.

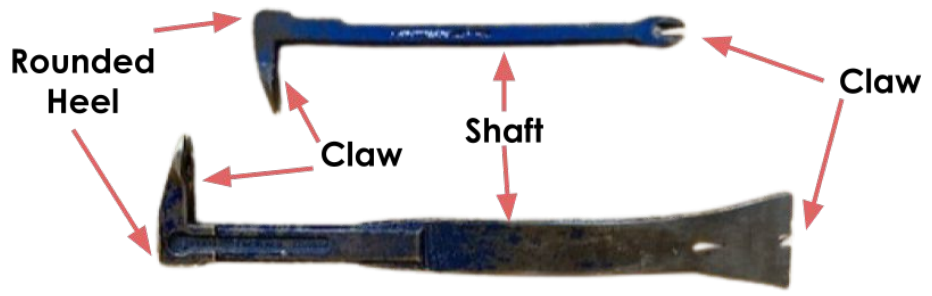
WHEN DONE USING

- **Lock snips:** Always lock the snips before storing.
- **Clean up:** Brush off tool and clean-up around the work area.

NAIL PULLER

BEFORE USING

- **Use gloves:** Always wear properly-fitting gloves.
- **Inspect nail:** Check to ensure the nail head is intact.
- **Clamp material:** Secure materials to a stable surface.
- **Stable stance:** Position yourself stably and comfortably to avoid slipping or losing balance .



WHILE USING

- **Hands clear:** Keep your hands and fingers away from the area where the nail is being pulled to prevent accidental injury.
- **Proper technique:** Hold nail puller with one hand, position claw end under nail head, push down on handle with other hand, then pull back to lever nail out smoothly. Repeat as needed.

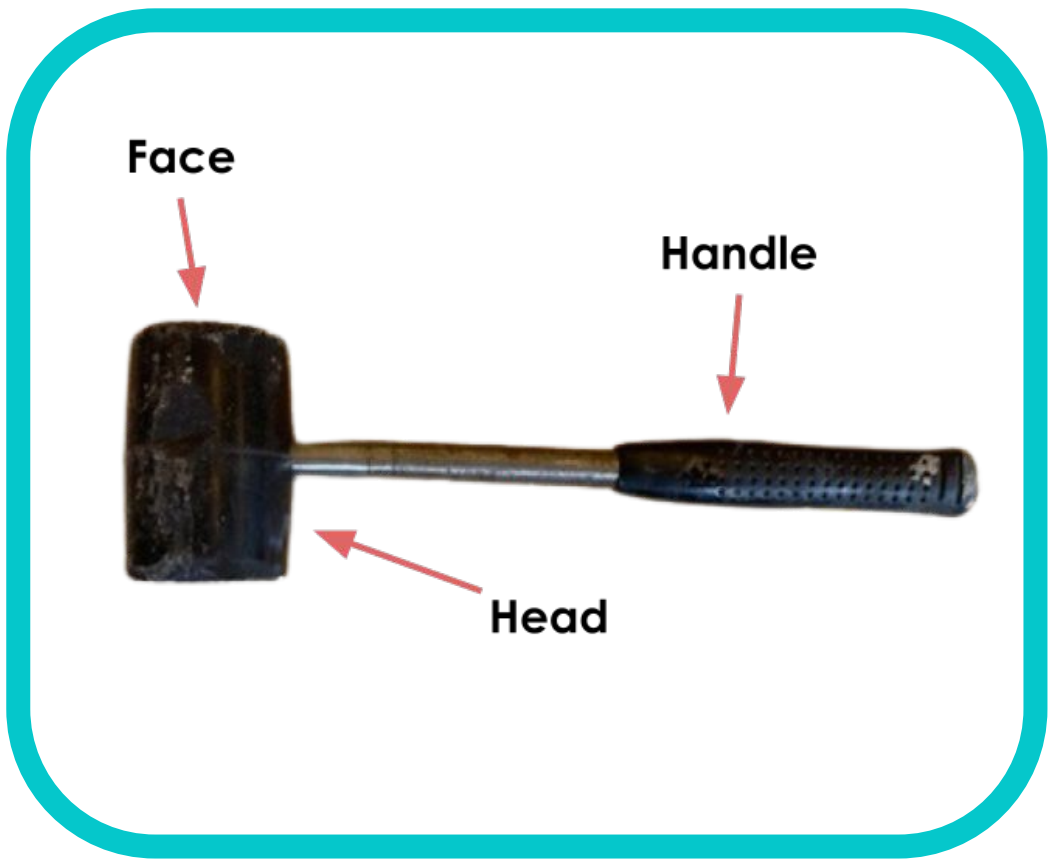
WHEN DONE USING

- **Dispose of nails:** Place nails in designated waste containers and clean up debris.
- **Clean up:** Wipe off tool and store properly.

RUBBER MALLET

BEFORE USING

- **Clamp material:** Secure materials to a stable surface
- **Choose the right size:** Choose the appropriate size mallet for the job



WHILE USING

- **Proper Technique:** Grip handle firmly and use a controlled swinging motion, aiming accurately
- **Hands Clear:** Ensure hands are kept out of the way of where the mallet will hit

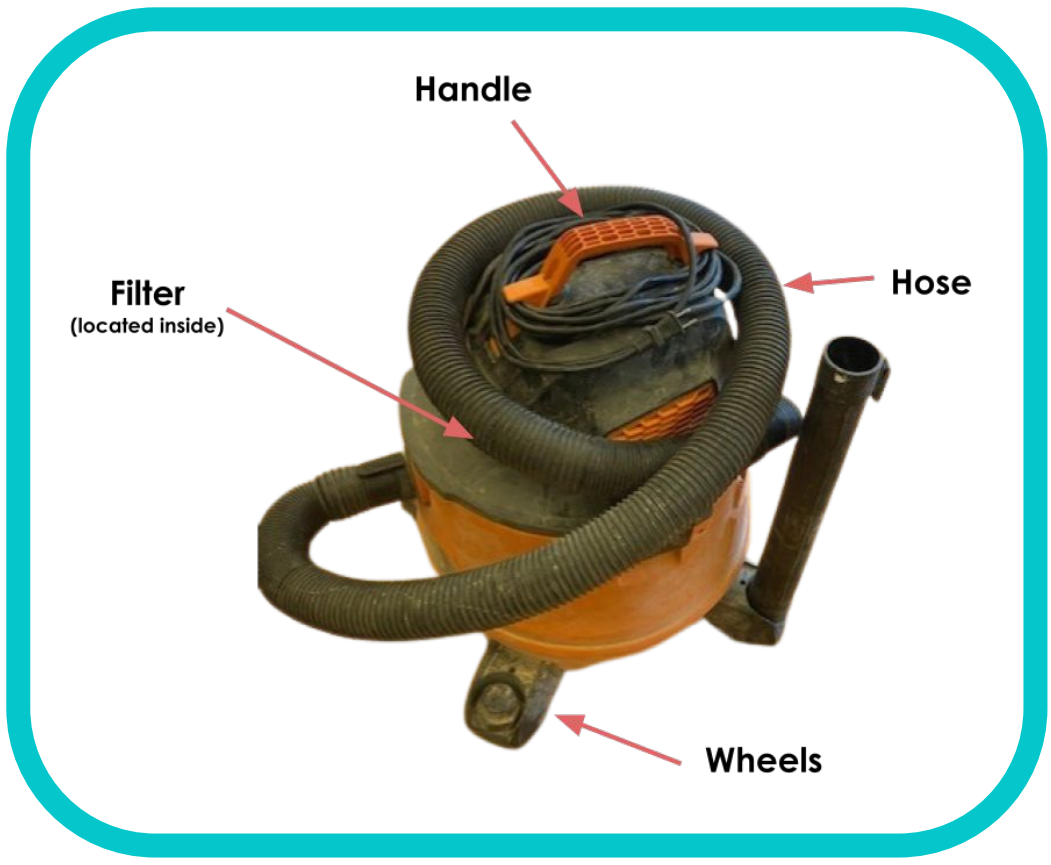
WHEN DONE USING

- **Clean up:** Wipe off tool and store properly.

SHOP VACUUM

BEFORE USING

- **Clear sharp and large objects:** Ensure there are no sharp or large objects that could get stuck in or damage the vacuum
- **Cord Safety:** Ensure where the cord is plugged is not creating a trip hazard
- **Inspect:** Check that the filter is clean



WHILE USING

- **Pre-clean:** Use brushes and dustpans prior to using vacuum
- **Turn off:** When not in use

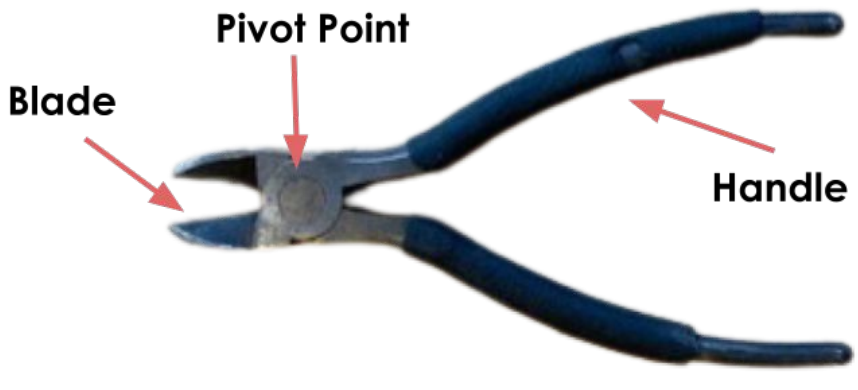
WHEN DONE USING

- **Tidy Cord and hose:** Collect cord and hose and store safely around shop vac.
- **Clean up:** Clean off vacuum and store properly

WIRE SNIPS

BEFORE USING

- **Select proper type:** Choose the right snips based on wire thickness and material.
- **Wear safety gloves:** When using wire snips.
- **Position the wire correctly:** Securely position wire in snips before cutting to ensure clean, precise cuts without damage.



WHILE USING

- **Hand positioning:** Hold cutters in dominant hand, securely grip wire in other hand, and keep fingers clear of blade and pivot point.
- **Use the right amount of force:** Cut wire carefully to avoid damaging snips. Avoid bending or rocking the wire against the blades, and only use hardened wire if the tool is designed for it.
- **Cut at an angle:** Position wire snips at a 45-degree angle to prevent fraying or splintering.

WHEN DONE USING

- **Clean up:** Wipe off snips after each use and store in dry location.

WOOD BURNER

BEFORE USING

- **Workspace:** Ensure proper ventilation, use a cleared off, heat-resistant surface
- **Burn protection and first aid:** Always wear gloves and have cold water nearby for accidents.
- **Tool set-up:** Place wood burner in its stand on a stable surface.

WHILE USING

- **Prep materials:** Secure materials with a clamp or in a vise. Use on dry, untreated wood and before adding paint or other decorations.
- **Hand placement:** When using the wood burner, hold the handle like a pencil and keep your non-dominant hand away from the burner.
- **Darken lines slowly:** Start with a light touch and avoid pressing too hard.
- **Safe handling:** Always keep the nib away from yourself, others, and the power cable.

WHEN DONE USING

- **Unplug and wait:** Change the nib only when the wood burner is unplugged and cooled.
- **Clean up:** Let the tool cool completely. Wipe off before storing.

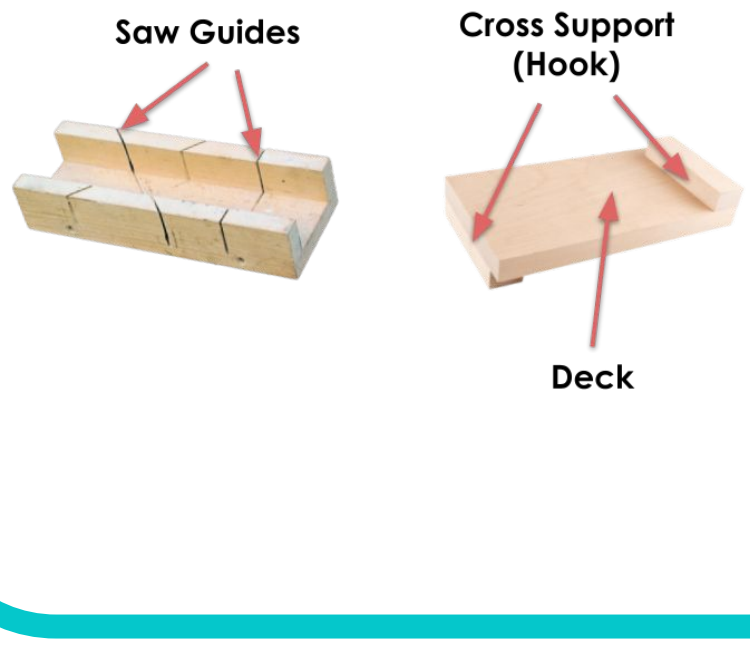
Bench Hook

BEFORE USING

- **Secure tool placement:** Place the tool so that the deck is flat on a work surface with one cross support firmly hooked on the edge of the table or workbench.

- **Clamp:** Attach the bench hook to the work surface using a clamp.

- **If sawing:** Make sure that it is securely fastened to the workbench to prevent any movement during the cutting process.



WHILE USING

- **Body positioning:** Stand while using these tools to allow for safe use of cutting, drilling and shaping tools

WHEN DONE USING

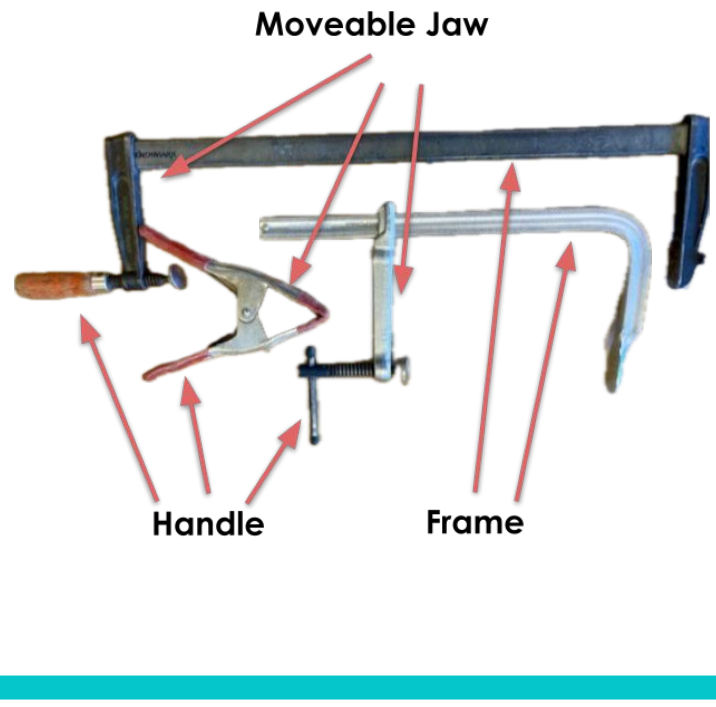
- **Clean after use:** Bench hooks and mitre boxes should be cleaned of debris after each use.

- **Retire damaged tools:** These tools should be disposed of when the decks or saw guides are damaged to the point where they can no longer support precision work.

Clamp

BEFORE USING

- **Choose the right type:** There are various types of clamps available. Make sure to select the appropriate clamp based on the size and shape of the project you are working on.
- **Use protective pads:** Consider using protective pads or blocks between the clamp and the wood surface.
- **Position the clamp correctly:** Ensure that the clamp is positioned in a way that exerts even pressure across the entire material surface.
- **Square materials:** Check to ensure that your workpiece is square and aligned properly. Adjust as needed before applying final pressure.



WHILE USING

- **Tighten the clamp gradually:** When tightening the clamp, do so gradually and evenly on both sides.

- **Secure clamp:** Make sure that clamp is securely tightened onto the work surface so that jaws will not move while holding material in place.

WHEN DONE USING

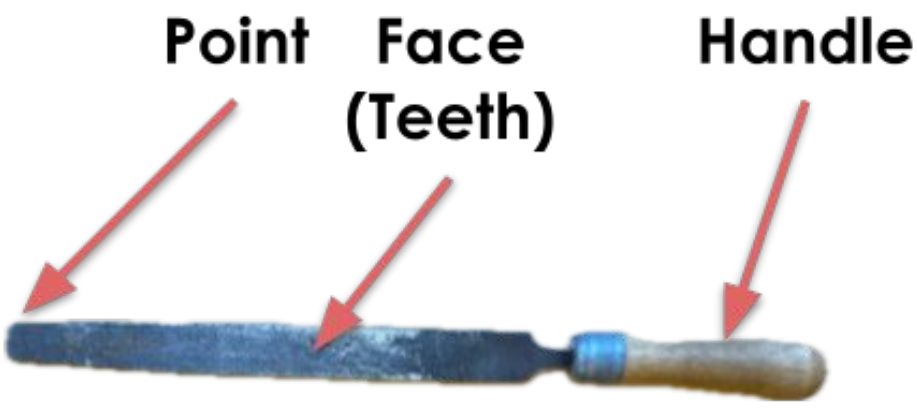
- **Clean and maintain your clamps:** Regularly clean and lubricate your clamps to ensure smooth operation and prevent rust or corrosion.

- **Storage:** Store them in a dry, clean place when not in use to prolong their lifespan.

File

BEFORE USING

- **Secure material:** All material to be worked on should be secured using either a clamp or a vise.



WHILE USING

- **Two-hand grip:** Hold the file with one hand on the handle and the other holding the point between your figures.

- **Filing direction:** Contact the file on the material in a forward motion only to not damage the teeth.

WHEN DONE USING

- **Regular cleaning:** Use a wire brush or file card (rasp) regular to remove debris from teeth.

- **Specific use:** Use file or rasp for only one type of material (e.g. wood) and have a different set of files for each type of material

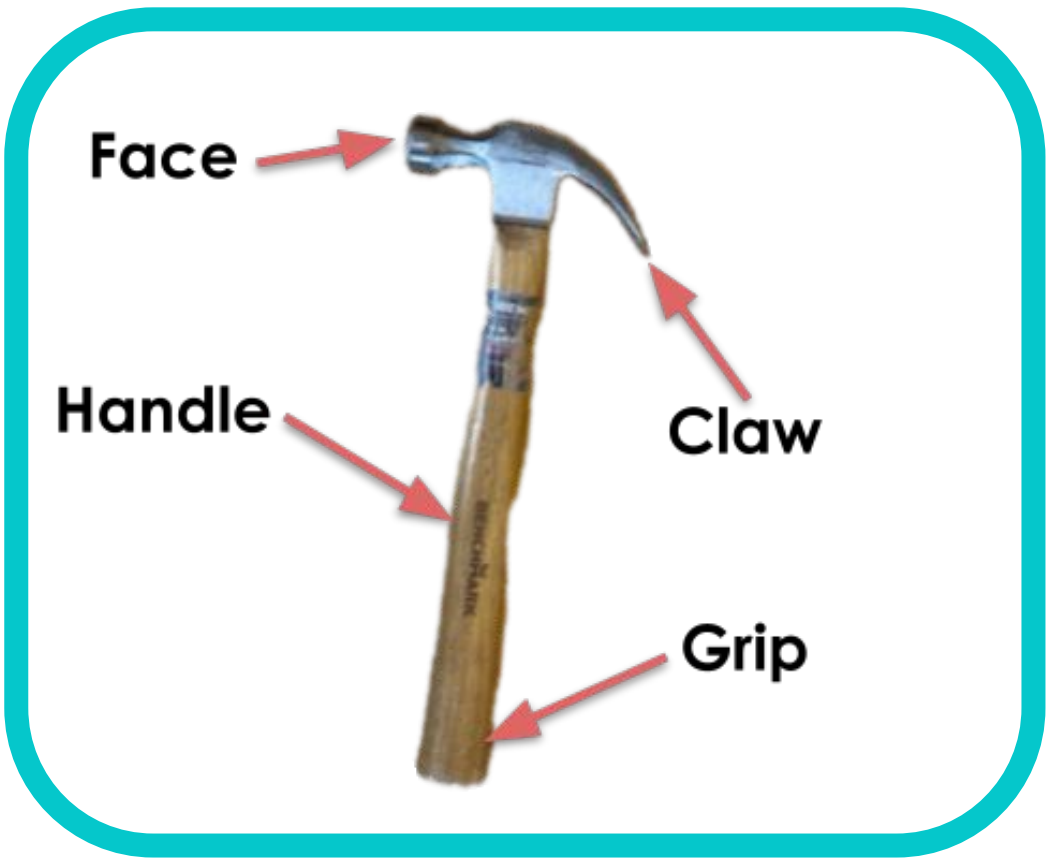
Hammer

BEFORE USING

- **Use the right type:** Different hammers are designed for different tasks. Use a correct-sized hammer for the job and strength of the user.

- **Check surroundings:** Ensure that your work area is clear of any obstacles or clutter and that you have a clear and unobstructed swing path.

- **Clamp materials:** Secure your workpiece in place before using the hammer to prevent it from moving or shifting during use.



WHILE USING

- **Watch fingers:** Hold the nail in such a way as to not be hit by the hammer strike.

- **Firm grip:** Holding the handle closer to the hammerhead will increase accuracy, but decrease power. Holding the handle further away from the hammerhead will increase power, but decrease accuracy.
-
- **Centre strike:** Aim for the centre of the target to ensure a clean and accurate strike.

- **Appropriate use:** Do not use excessive force when using the hammer. Avoid using a hammer as a pry bar or chisel to prevent damage and injury.

WHEN DONE USING

- **Head inspection:** Regularly check that the hammer head is firmly attached to the handle and face has no signs of breakage.

- **Handle care:** Check handle regularly for wear or damage; replace if loose or cracked to prevent injuries.

- **Storage:** Store hammer in dry place to prevent rust; apply thin coat of oil to metal parts for protection.

Hand Crank Drill

BEFORE USING

- **Clamp material:** Secure the material you are drilling into using clamps or a vise.
- **Sacrificial board:** Use a scrap material under the surface before drilling to prevent damage.
- **Secure drill bit:** Make sure the correct size drill bit is securely tightened in the chuck.
- **Body positioning:** Use this tool while standing.

WHILE USING

- **Steady drill:** Place the tip on the marked location where you want the hole.
- **Clockwise to drill:** Apply firm pressure while turning the drill crank clockwise to create the hole.
- **Counterclockwise to remove:** To remove the drill bit easily, gently turn the handle counterclockwise while pulling it away from the hole.
- **Avoid overloading:** Do not push the hand crank drill beyond its limits.

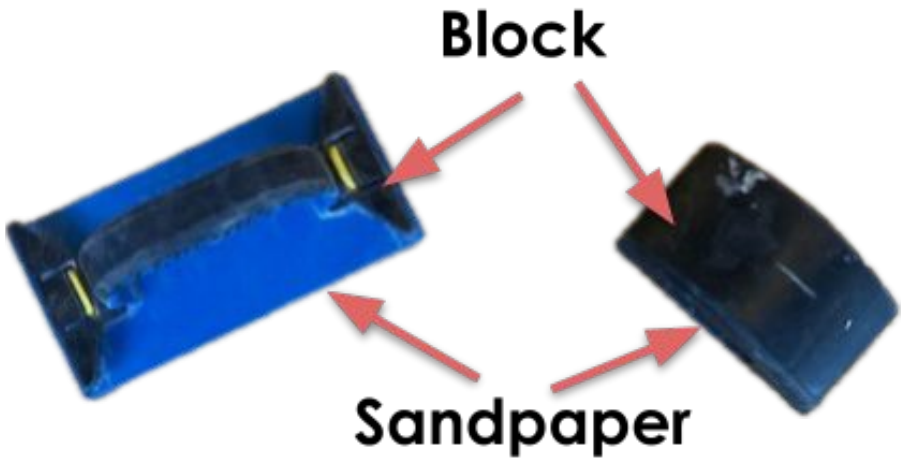
WHEN DONE USING

- **Lubricate moving parts:** Lubricate hand crank drill gears and moving parts with machine oil to ensure smooth operation and prevent rust.
- **Check the chuck:** Regularly inspect the drill chuck to ensure it is securely tightened. Use the chuck key to tighten if it becomes loose.
- **Storage**: Store the hand crank drill in a dry, clean place when not in use to avoid damage from moisture or dust.
- **Inspect drill bits**: Regularly check drill bits and replace if dull or damaged for easier and more efficient drilling.

Sanding Block

BEFORE USING

- **Secure:** Securely fasten the material to be sanded in place with clamps or a vise to stop the material from moving while sanding.



WHILE USING

- **Watch material surface:** Periodically brush the dust off the material to determine if additional sanding is needed.

- **Debris:** Clean up all dust and debris before moving on to next activity or project

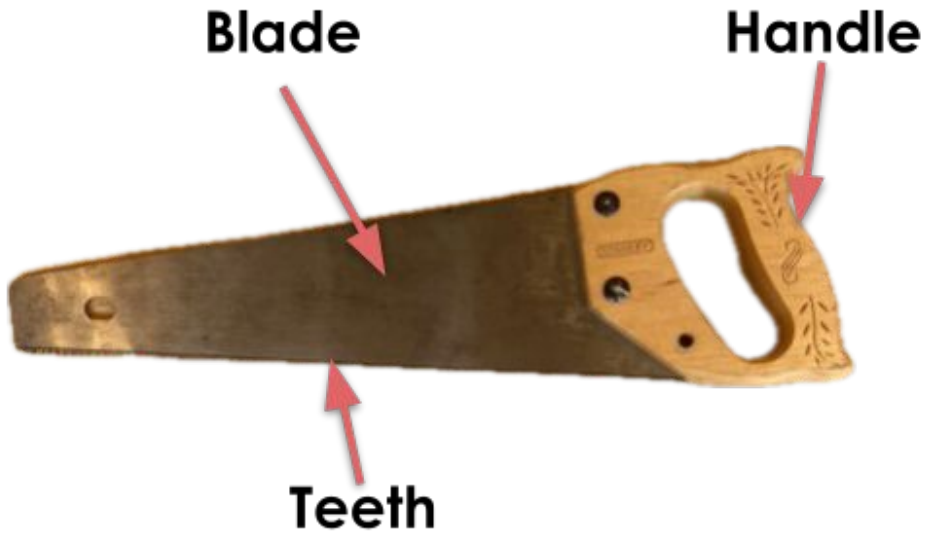
WHEN DONE USING

- **Inspect Paper:** Examine sandpaper regularly and replace it when worn out.

Saw

BEFORE USING

- **Mark cut:** Have a clear line marked on the material being cut.
- **Clamp material:** Secure materials to a stable surface with a clamp or vise.



WHILE USING

- **Sawing technique:** Use a slow and steady motion and move the saw on an angle through the material.
- **Hand placement:** Stand and grip the saw with one hand on the handle, stabilize yourself with the other hand on a stable surface.
- **Body positioning:** Avoid contact between the blade's teeth and your body. Keep your body clear of the saw's path.
- **Prevent blade damage:** Avoid using excessive force or twisting motions while cutting.

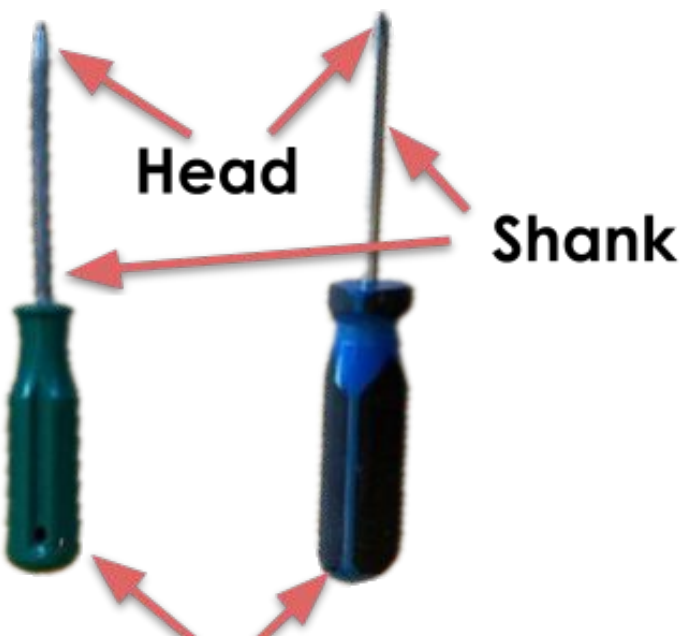
WHEN DONE USING

- **Blade upkeep:** Clean saw's teeth with a cloth or brush to remove debris. Keep blade sharp by regularly sharpening with a file or tool.
- **Storage:** Store hand saw in a dry place to prevent rust. Cover blade with guard when not in use.
- **Maintain handle:** Clean the saw’s handle with a damp cloth and apply a light coat of oil to prevent cracking or splitting.

Screw Driver

BEFORE USING

- **Choose the right size:** Use the correct size and type of screwdriver to complete tasks. Using the wrong driver can damage or strip the screw head.



WHILE USING

- **Proper Technique:** Place and hold the screw you wish to tighten firmly with one hand while turning the screwdriver clockwise with the other.

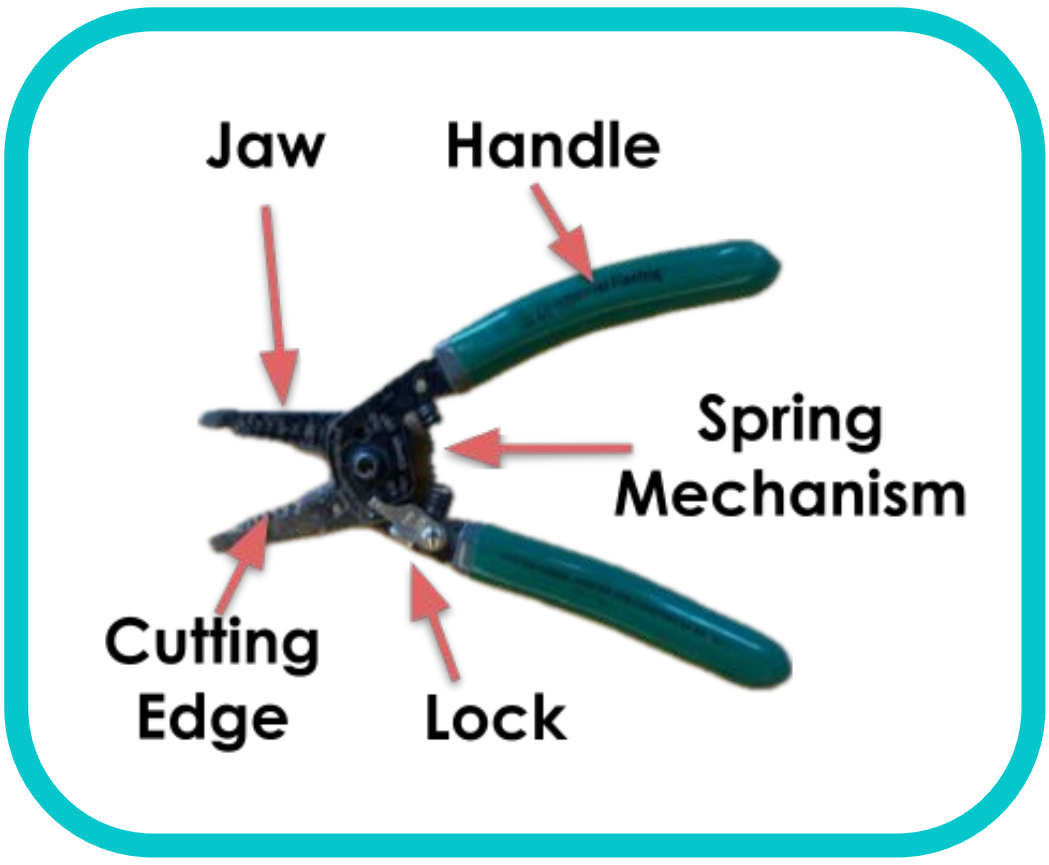
WHEN DONE USING

- **Inspect Tool Body:** Examine the driver head and handle for damage or cracks. Dispose of any damaged drivers.

Wire Stripper

BEFORE USING

- **Choose correct edge:** Adjust wire stripper tool for various wire sizes and use the correct cutting edge for the gauge being used.



WHILE USING

- **Position wire:** Securely hold wire in one hand and wire stripper tool in the other hand. Position wire stripper tool correctly for wire gauge, align cutting edge with insulation to strip wire.

- **Strip wire:** Squeeze wire stripper handles firmly to cut insulation without damaging wire. Gently pull the wire stripper tool away to remove insulation without damaging the wire.

- **Finishing touches:** Inspect wire to ensure clean removal of insulation and undamaged conductor, trim excess with wire cutters if needed.

WHEN DONE USING

- **Cleaning and storage:** Clean wire strippers after every use and store in a dry place.

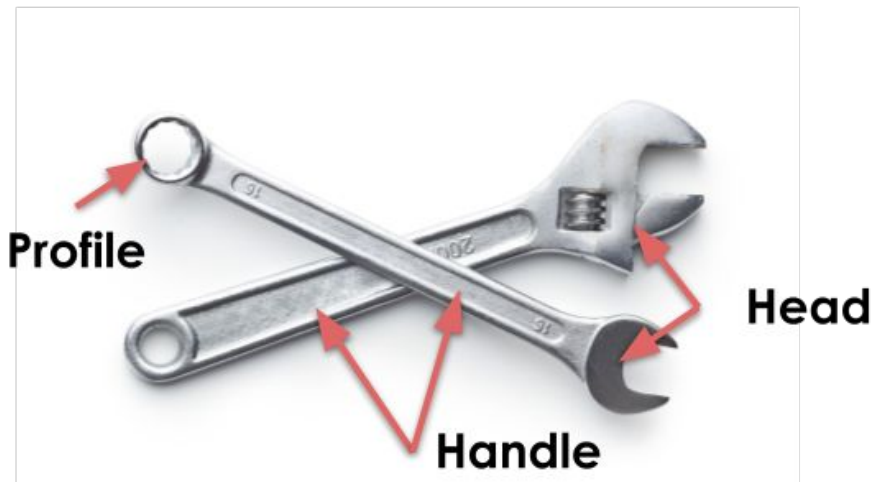
- **Spring mechanism care:** Apply lubricant to spring mechanism, inspect for wear and tear, replace damaged components promptly, and adjust spring tension as needed for optimal wire stripper operation.

Wrench

BEFORE USING

- **Correct size:** Ensure that the wrench profile matches the size of the nut or bolt you intend to tighten or loosen.

- **Pinch check:** Ensure that there is ample space to turn the wrench without pinching your fingers or harming nearby objects.



WHILE USING

- **Hand-tighten first:** Always hand tighten any nut or bolt unless a specific torque is provided to prevent damage to the fastener or materials being joined.

WHEN DONE USING

- **Wrench body:** Regularly inspect the wrench for cracks, bends, or metal burrs, and discard the tool if any are found to prevent injury or damage to the final product.

- **Keep clean:** Clean off any debris using a soft cloth before storing in a dry place, such as a toolbox.