|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MARKING - OUT TOOLS**  **BELT SANDER** | | | | | |
| **DO NOT** use any hand tool unless a teacher has instructed you in its  safe use and operation and has given permission | | | |
|  | | | | | |
|  |  | Safety glasses must be worn at all times in ITD practical workshops. | D:\bclar52\Desktop\Pictures - ITD Plant & Equip\Hand Tools\Marking out tools 2.jpg | |
|  | Foot Protection circle | Appropriate protective footwear is also required in all ITD workshops. |

**This range of hand tools will usually include the following:**

* **Steel ruler, pencil, scriber and scratch gauge**
* **Try square, engineers square, combination square, roofing square and sliding bevel**
* **Marking gauge, mortise gauge and trammel**
* **Spring dividers and compass**

**OPERATIONAL SAFETY CHECKS**

1. **It is important to choose the right marking-out tool for the job. They will vary widely, and are all designed for specific purposes.**
2. **Never misuse or abuse any of the accurately machined hand tools designed for marking-out.**
3. **To attain an accurate result when marking-out, carefully handle and align your ruler, try square, sliding bevel or marking gauge, etc. Take the time to “measure twice – cut once”.**
4. **Always try to keep your marking-out tools clean and protected – away from the regular hand tools and power tools on your work bench.**
5. **Some marking-out tools may require regular maintenance to ensure continued accuracy.**

**Date of last review:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POTENTIAL HAZARDS AND RISKS**

**■ Lacerations from sharp cutting edges ■ Pinch and squash ■ Eye injuries**

**HOUSEKEEPING**

1. **Leave the work area in a safe, clean and tidy condition.**
2. **Return all marking-out hand tools to their appropriate storage cupboard, in a dry environment.**
3. **Regularly clean and maintain the condition of all marking-out hand tools.**
4. **Adjust and sharpen marking gauges and mortise gauges as required.**
5. **Inspect and clean all squares. Remove all surface rust and glue, etc. They are normally not repairable if damaged. Discard and replace as required.**