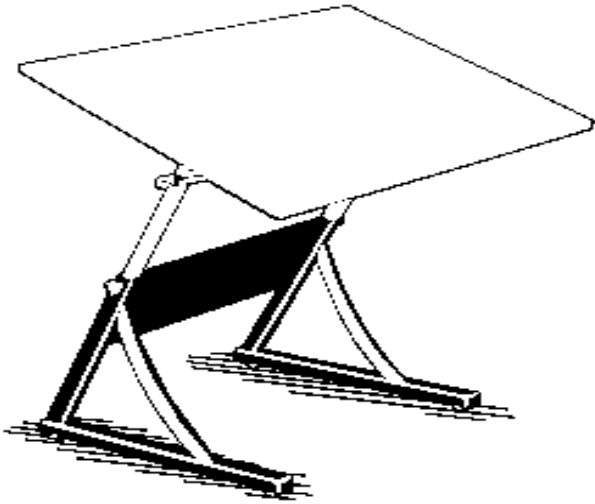


Communications Technologies



Technology Education Safety Procedures and Recommendations For all Drafting Classes

Safety Pledge:

Read and discuss rules, have students and their parents sign the safety pledge. Students will return the pledge signed by parent we will then keep the pledge on file while the student is enrolled in Technology Education classes.

General Safety:

Discuss general safety rules applicable to any shop or lab.

Hand Tool Safety:

Discuss and demonstrate proper use of common hand tools used in the lab or shop.

Machine Tool Safety:

Discuss and demonstrate proper use of machines used in the lab or shop.

Students will be evaluated by tests and quizzes, performance evaluations, and observation by the instructor.

Architecture/AutoCAD Classroom Safety Issues

Students cutting themselves with x-acto knives. This could happen while students are working on architectural models, architectural towers or bridges.

Students burning themselves with a hot glue gun. This could happen while students are working on architectural models, architectural towers or bridges.

Drafting

Student Responsibilities

- It is your (the student's) to keep the work areas clean. It is also your responsibility to keep equipment clean and secure in its proper storage place.
- It is your responsibility to report any safety hazard accident or fire danger to your instructor **immediately**.
- It is your responsibility to conduct yourself in a safe manner and not to abuse equipment. You must "**ACT SAFELY**" in all your actions while in the drafting classroom.

Technology Education Safety Procedures and Recommendations For all Graphic Arts Classes

Safety Pledge:

Read and discuss rules, have students and their parents sign the safety pledge. Students will return the pledge signed by parent we will then keep the pledge on file while the student is enrolled in Technology Education classes.

General Safety:

Discuss general safety rules applicable to any shop or lab. The following equipment safety sheets and tests represent some of these areas of concern. However, most accidents in the graphics lab happen when students are using simple hand tools or handling paper, plates, chemicals, and other materials that they use every day.

General

- Toxic chemicals
- Flammable materials and chemicals
- Skin irritants
- Paper (sharp)
- Oily rags and other fire hazards
- Electrical hazards
- Lifting hazards
- Storage hazards
- Roller, gears, cylinders

Furniture

- Stools
- Glass light tables

Hand Tool Safety:

Discuss and demonstrate proper use of common hand tools used in the lab or shop.

Hand Tools

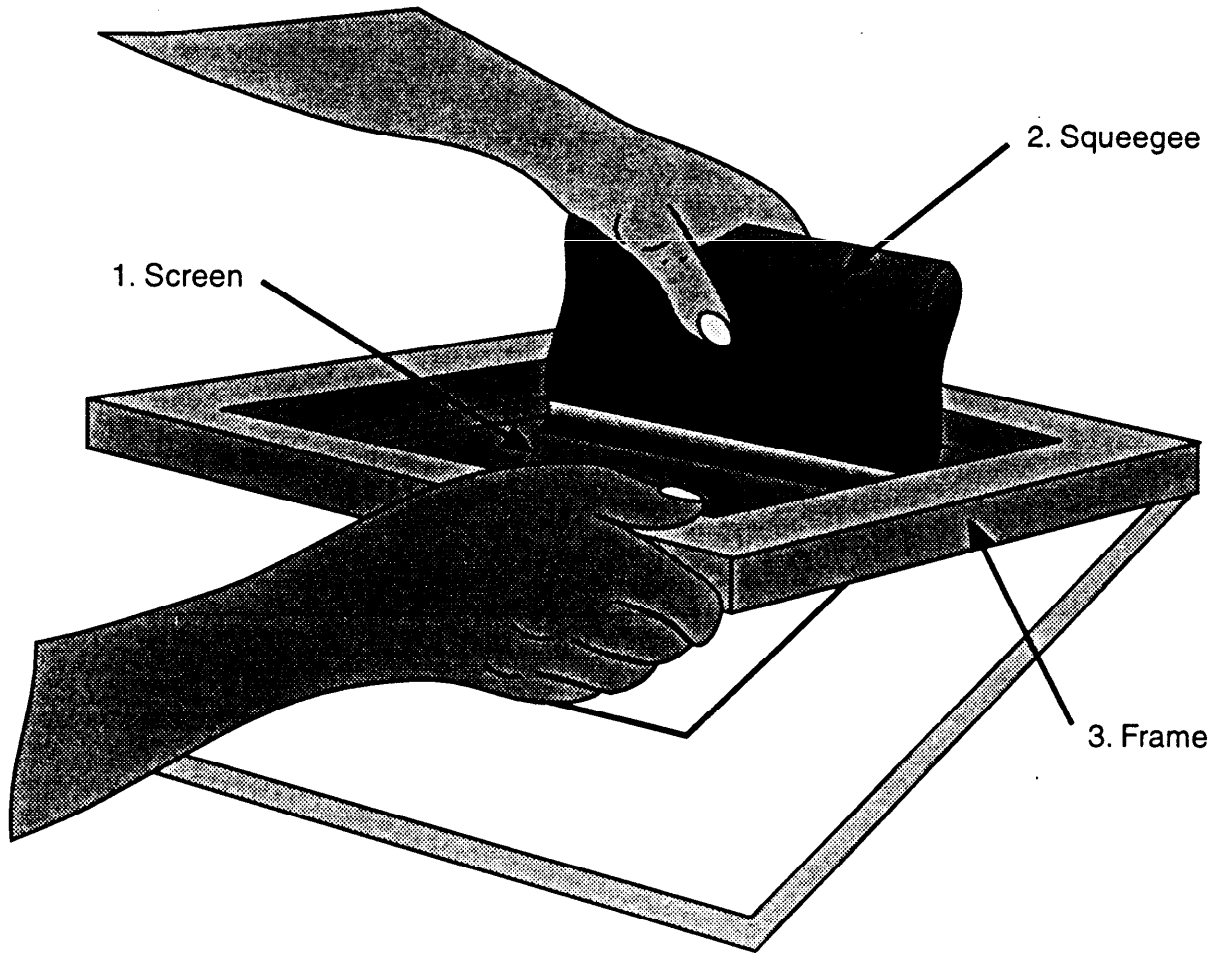
- Felt pens
- Hand paper cutters
- Scissors
- T-square and triangles

Machine Tool Safety:

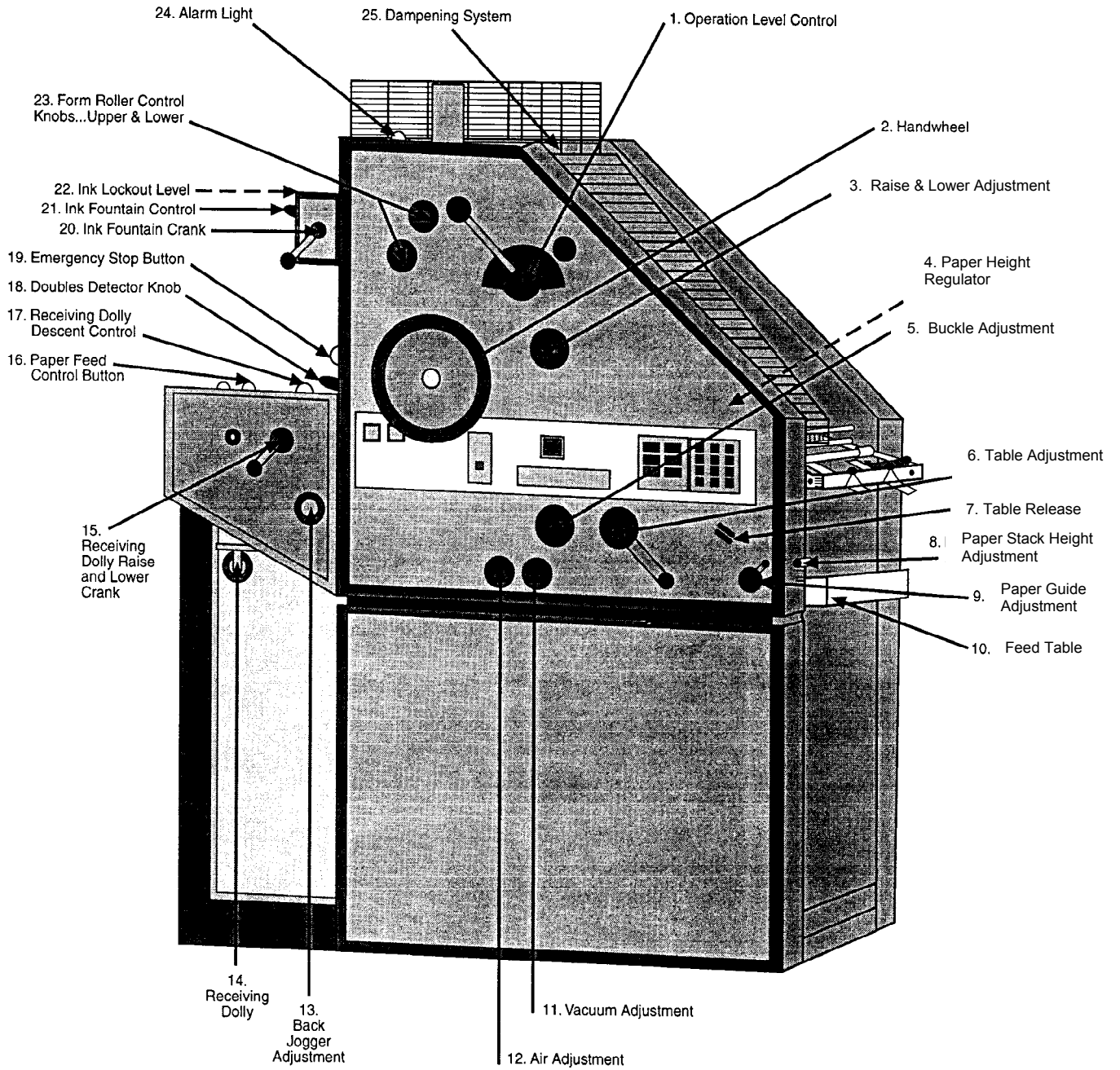
Discuss and demonstrate proper use of machines used in the lab or shop.

Students will be evaluated by tests and quizzes, performance evaluations, and observation by the instructor.

Screen Printer

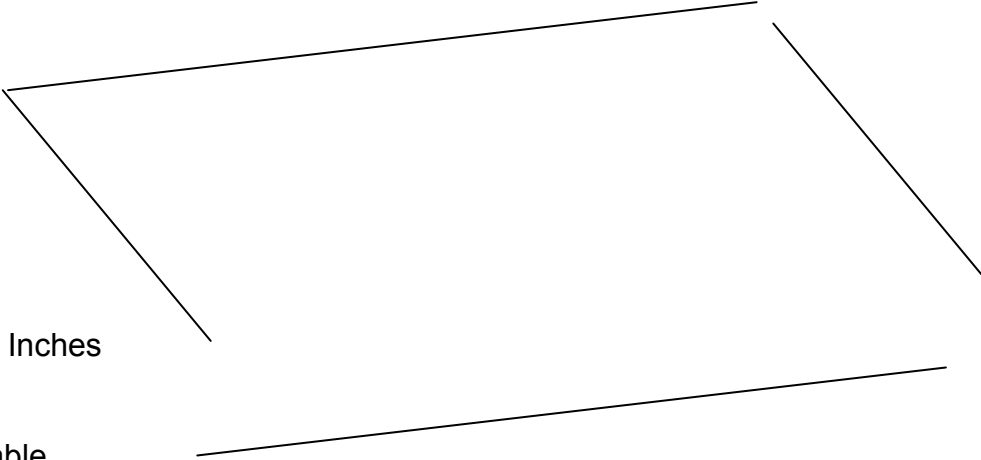


PRESS



Cutting Tools

1. Use all cutting tools (scissors, x-acto knives, matte knife, etc.) very carefully.
2. Keep all cutting tools sharp since dull blades can be dangerous.
3. Carry and store all cutting tools in a safe manner.
4. To prevent serious cuts, never try to catch a dropped cutting tool.

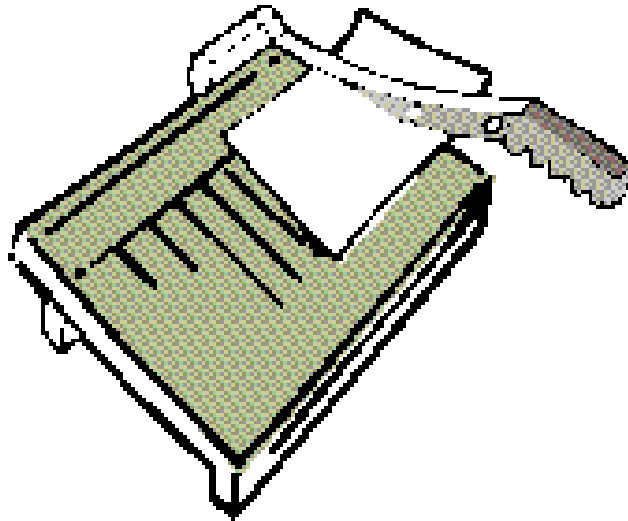
- 
1. Scale of Inches
 2. Knife
 3. Guard
 4. Paper table

Print Dryer

1. Operate only with the teacher's permission and after instructions have been received.
2. Be careful to avoid burns when using the print dryer. Its surfaces are hot.
3. Be sure the electrical cord to this machine is not worn and is properly grounded.
4. Do not use this machine with wet hands or while standing on a wet floor.

Hand Operated Paper Cutter

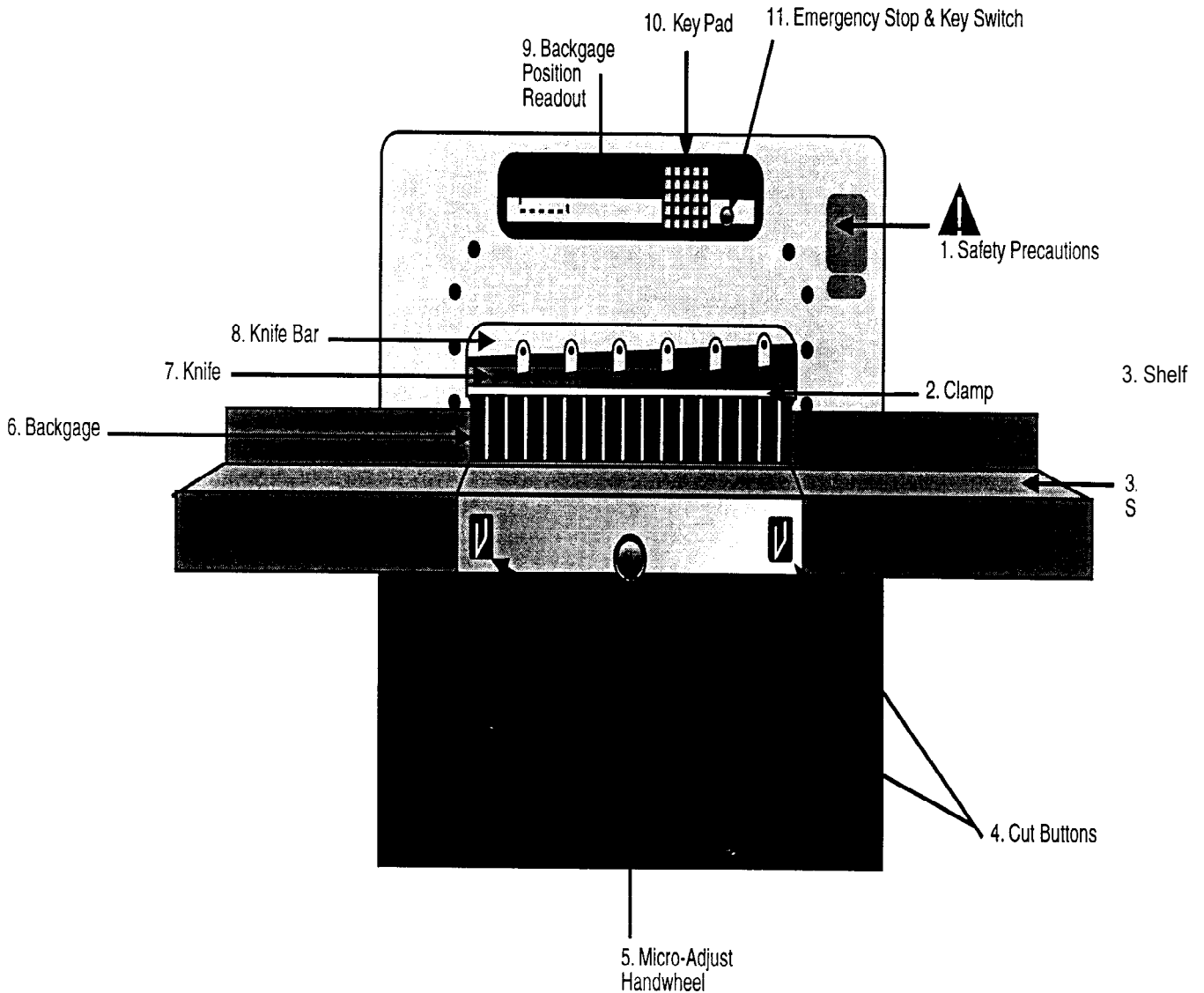
1. Operate only with the teacher's permission and after instructions have been received.
2. Use the paper cutter with great care as it can cause serious cuts and pinches.
3. When operating the paper cutter, keep the fingers behind the safety guard and never remove the guard.
4. To prevent cut fingers, use the safelight when cutting orthochromatic film in the darkroom. For cutting panchromatic film in total darkness, the cutting edge should be coated with fluorescent or luminescent paint.
5. Place a ruler, not the fingers, next to the blade to hold the paper flat.
6. When using a paper cutter, cut only one sheet of paper or film at a time. Do not use the paper cutter to cut anything except paper or film.
7. When finished, always close the cutting blade and fasten it with the safety lock.



Cutter

True or False:

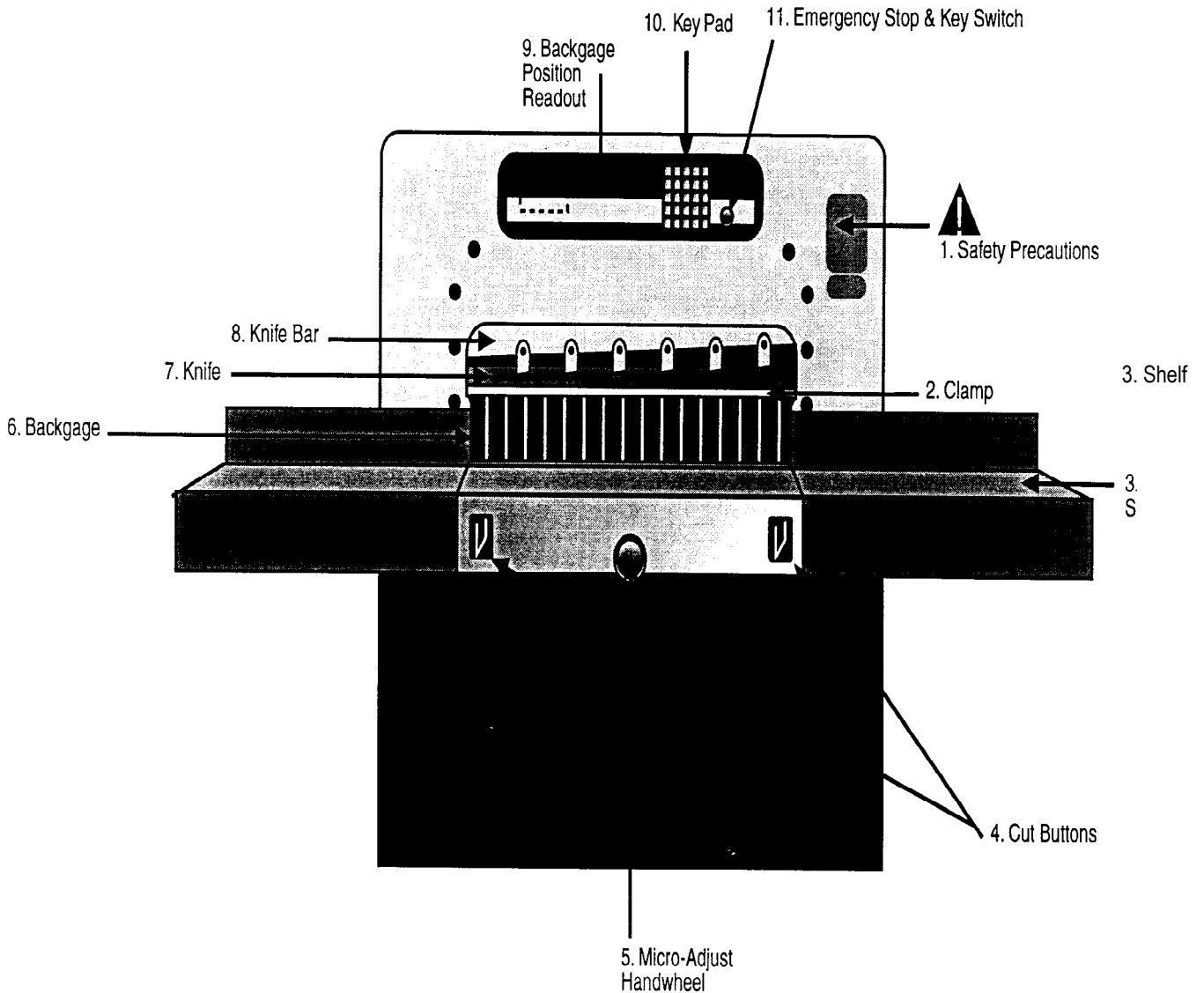
- 1. It is safe to reach carefully into the cutter and touch the blade.
- 2. Students can change the blade without the instructor's permission.
- 3. Students can throw trimmings on the floor to save time.
- 4. It is safe to use the cutter when your teammates are in the operator's zone.
- 5. It is safe to go over and operate the cutter at any time without the instructor's permission.



Cutter (key)

True or False:

- T _____ 1. It is safe to reach carefully into the cutter and touch the blade.
F _____ 2. Students can change the blade without the instructor's permission.
F _____ 3. Students can throw trimmings on the floor to save time.
F _____ 4. It is safe to use the cutter when your teammates are in the operator's zone.
F _____ 5. It is safe to go over and operate the cutter at any time without the instructor's permission.



Press

True or False:

- 1. It is safe to reach across the press when it is operating.
- 2. Students are not to use any tools on the press without the instructor's permission.
- 3. Final adjustments may be made while the machine is running slowly.
- 4. Loose or dangling clothing should not be worn when working around the press.
- 5. It is best to avoid unnecessary conversation while running the press.
- 6. Gears need not be covered while the press is running if the operator is careful.
- 7. It is alright to leave the press running if one returns to it immediately.

Multiple Choice:

- 8. Before operating the offset press, one should:
 - a. Get the instructor's permission.
 - b. Place all guards in position.
 - c. Have received instruction on how to operate it.
 - d. Have done all of these.
- 9. Oily rags should be placed:
 - a. In the wastebasket.
 - b. In the scrap box.
 - c. In a metal self-closing can.
 - d. Where the next person can find them.
- 10. Scrap paper and other litter:
 - a. May be left on the floor and swept up later.
 - b. Should be disposed of in the recycling box or in the wastecan.
 - c. Can be ignored because they do not pose a safety hazard.
 - d. None of these.
- 11. Before operating the offset press, one should:
 - a. Tuck in loose clothing.
 - b. Remove rings, watches and other jewelry.
 - c. Tie back long hair.
 - d. Do all of these.

Press (key)

True or False:

- F ___ 1. It is safe to reach across the press when it is operating.
- F ___ 2. Students can use tools on the press without the instructor's permission.
- T ___ 3. Final adjustments may be made while the machine is running slowly.
- T ___ 4. Loose or dangling clothing should not be worn when working around the press.
- T ___ 5. It is best to avoid unnecessary conversation while running the press.
- T ___ 6. Gears need to be covered while the press is running.
- F ___ 7. It is alright to leave the press running if one returns to it immediately.

Multiple Choice:

- c ___ 8. Before operating the offset press, one should:
 - a. Get the instructor's permission.
 - b. Place all guards in position.
 - c. Have received instruction on how to operate it.
 - d. Have done all of these.
- c ___ 9. Oily rags should be placed:
 - a. In the wastebasket.
 - b. In the scrap box.
 - c. In a metal self-closing can.
 - d. Where the next person can find them.
- b ___ 10. Scrap paper and other litter:
 - a. May be left on the floor and swept up later.
 - b. Should be disposed of in the recycling box or in the wastecan.
 - c. Can be ignored because they do not pose a safety hazard.
 - d. None of these.
- d ___ 11. Before operating the offset press, one should:
 - a. Tuck in loose clothing.
 - b. Remove rings, watches and other jewelry.
 - c. Tie back long hair.
 - d. Do all of these.

Screen Printing

True or False:

- _____ 1. Many screen print inks and cleaners give off toxic fumes.
- _____ 2. Photo stencil exposure lights are not very bright, therefore, no special precautions need to be taken when working around such lights.
- _____ 3. Darkroom safety procedures need to be followed when preparing materials for photo stencils.
- _____ 4. Flammable liquids should be stored in metal fireproof containers.

Multiple Choice:

- _____ 5. If a student does not understand the screen printing operation, he/she should:
 - a. Ask for the instructor's help.
 - b. Ask another student who doesn't know.
 - c. Go ahead as planned and hope it works.
 - d. Do none of these.
- _____ 6. When working with screen inks and cleaners:
 - a. Ask for the instructor's permission.
 - b. Wear appropriate eye protection.
 - c. Work only in well ventilated areas.
 - d. Do all of these.
- _____ 7. After use cleaning rags should be:
 - a. Placed in a metal fireproof container.
 - b. Thrown in the wastecan.
 - c. Left for the next student.
 - d. Rolled up in a neat bundle.
- _____ 8. If oils or inks spill on the floor:
 - a. Be careful not to slip on it until clean up time.
 - b. Clean it up at once.
 - c. Inform the instructor.

Screen Printing (key)

True or False:

- T ___ 1. Many screen print inks and cleaners give off toxic fumes.
- F ___ 2. Photo stencil exposure lights are not very bright, therefore, no special precautions need to be taken when working around such lights.
- T ___ 3. Darkroom safety procedures need to be followed when preparing materials for photo stencils.
- T ___ 4. Flammable liquids should be stored in metal fireproof containers.

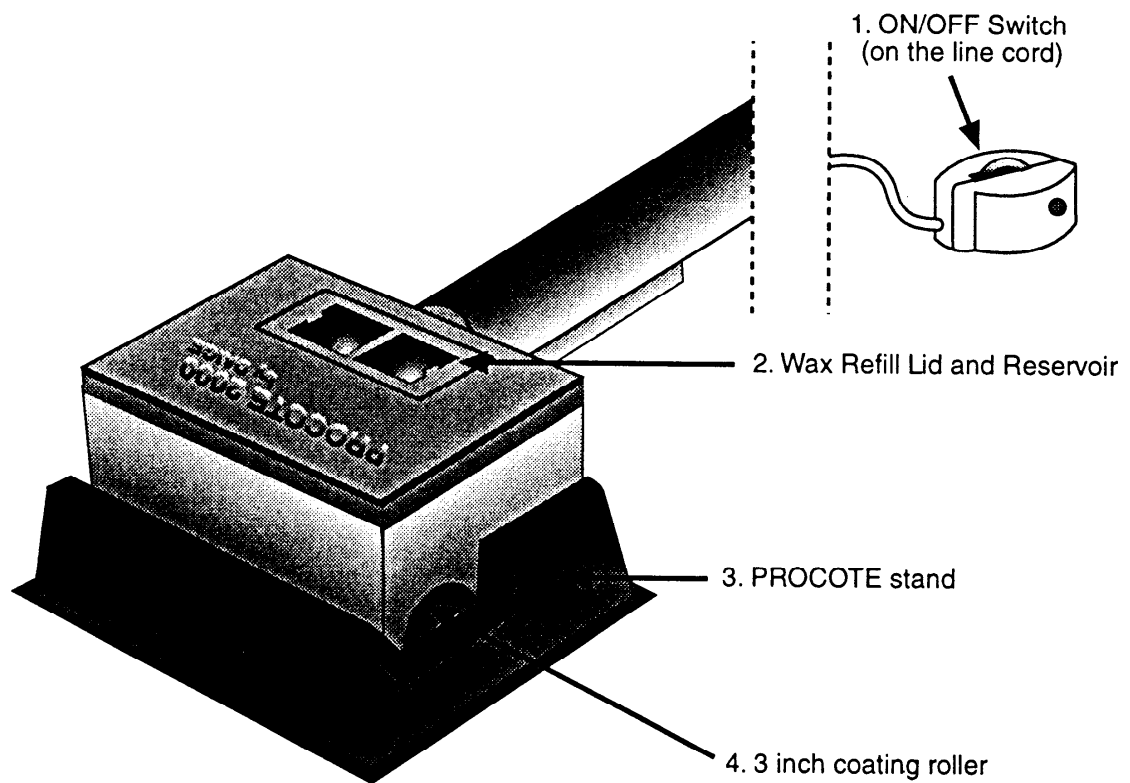
Multiple Choice:

- b ___ 5. If a student does not understand the screen printing operation, he/she should:
- a. Ask for the instructor's help.
 - b. Ask another student who doesn't know.
 - c. Go ahead as planned and hope it works.
 - d. Do none of these.
- d ___ 6. When working with screen inks and cleaners:
- a. Ask for the instructor's permission.
 - b. Wear appropriate eye protection.
 - c. Work only in well ventilated areas.
 - d. Do all of these.
- a ___ 7. After use cleaning rags should be:
- a. Placed in a metal fireproof container.
 - b. Thrown in the wastecan.
 - c. Left for the next student.
 - d. Rolled up in a neat bundle.
- c ___ 8. If oils or inks spill on the floor:
- a. Be careful not to slip on it until clean up time.
 - b. Clean it up at once.
 - c. Inform the instructor.

Screen Printing Tools

True or False:

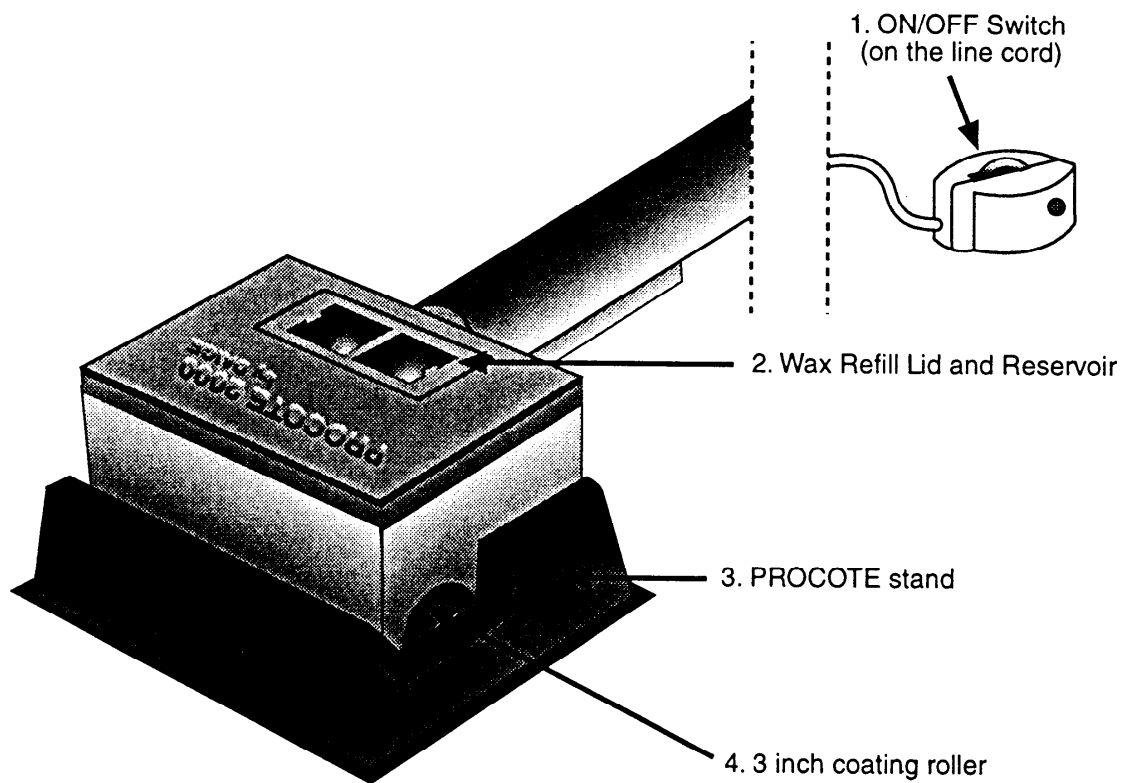
- _____ 1. It is safe lean or sit on light tables and glass stripping areas because they have unbreakable glass tops.
- _____ 2. It is safer to use a dull cutting tool than a sharp one.
- _____ 3. X-acto knives, razor blades, and/or scissors should never be carried in the pocket.
- _____ 4. To avoid burns when using the waxer, never turn it upside down and always be careful.
- _____ 5. It is a good safety practice to give tools back to the instructor or put them in their storage place after use.



Screen Printing Tools

True or False:

- F ___ 1. It is safe lean or sit on light tables and glass stripping areas because they have unbreakable glass tops.
- F ___ 2. It is safer to use a dull cutting tool than a sharp one.
- T ___ 3. X-acto knives, razor blades, and/or scissors should never be carried in the pocket.
- T ___ 4. To avoid burns when using the waxer, never turn it upside down and always be careful.
- T ___ 5. It is a good safety practice to give tools back to the instructor or put them in their storage place after use.



Technology Education Safety Procedures and Recommendations For all Photo Classes

Safety Pledge:

Read and discuss rules, have students and their parents sign the safety pledge. Students will return the pledge signed by parent we will then keep the pledge on file while the student is enrolled in Technology Education classes.

General Safety:

Discuss general safety rules applicable to any shop or lab.

Hand Tool Safety:

Discuss and demonstrate proper use of common hand tools used in the lab or shop.

Chemical and Darkroom Safety:

Students will learn the key features, adjustments, purpose and the safety concerns of the machines utilized in the course they are enrolled in.

Students will be evaluated by tests and quizzes, performance evaluations, and observation by the instructor.

Photography

- 1 - Obtain the teacher's permission before leaving class on a photography assignment.
2. Secure permission of models and owners of private property before taking photographs.
3. When taking a picture from a car, pull to the edge of the road, stop the car, and put on the brake before beginning to photograph.
4. Never place oneself or one's model in danger when taking a photograph.
5. Treat the camera with care. Do not drop it or place it where it may get banged against solid objects.
6. Do not leave cameras and film in closed cars. The summer sun may superheat them.
7. Before mounting a camera on a tripod, be sure the tripod legs are secure.
8. Never ask a model to look directly into the sun or other bright light.
9. Do not set up foolhardy or dangerous pictures. The photographer is in charge of a photography session and should keep things under control.
10. Be sure to take the necessary training in diving techniques before attempting any underwater photography.

FLASH UNITS

1. Electrical contacts in the camera and the flash unit are to be kept clean. Use a rough cloth or a pencil eraser to clean them before using each new roll of film.
2. Be sure the photoflash batteries are fresh. Alkaline batteries are recommended for their long life and short recovery time. However, units that have unplated brass or copper electrical contacts should use zinc carbon batteries.
3. Use a lamp ejector to eject the spent bulbs. Do not pull the bulbs out by hand. They may break in the hand or foul the fittings.
4. Handle the flashbulbs carefully. Slight cracks may cause the bulb to shatter when fired.
5. Insert the first bulb in a series with the cord or the flash unit disconnected from the camera. If the flashbulb is inserted into a live socket, it may go off in the hand, causing cuts and/or burns if the glass shatters.
6. Always have the flash unit aimed away from oneself and others when connecting it. Several conditions may cause the unit to fire into the eyes as it is connected.
7. Always use a flashguard over the flash unit. Occasionally, flashbulbs shatter. A flashguard will protect both the photographer and subjects.
8. Never allow the flash unit to go off in an explosive atmosphere. Also, do not use flash equipment where there are volatile fumes, such as gasoline, etc.
9. Do not handle the flashbulbs immediately after firing. They are extremely hot and can burn. Use the ejector to eject the spent bulbs into a waste container (when they are cool).
10. Fire the flashbulbs only at the recommended voltage. Do not fire the flashbulbs with household current unless they are designed for such use.
11. Do not carry loose bulbs in a pocket or bag. Friction may break or ignite them.

Studio Light

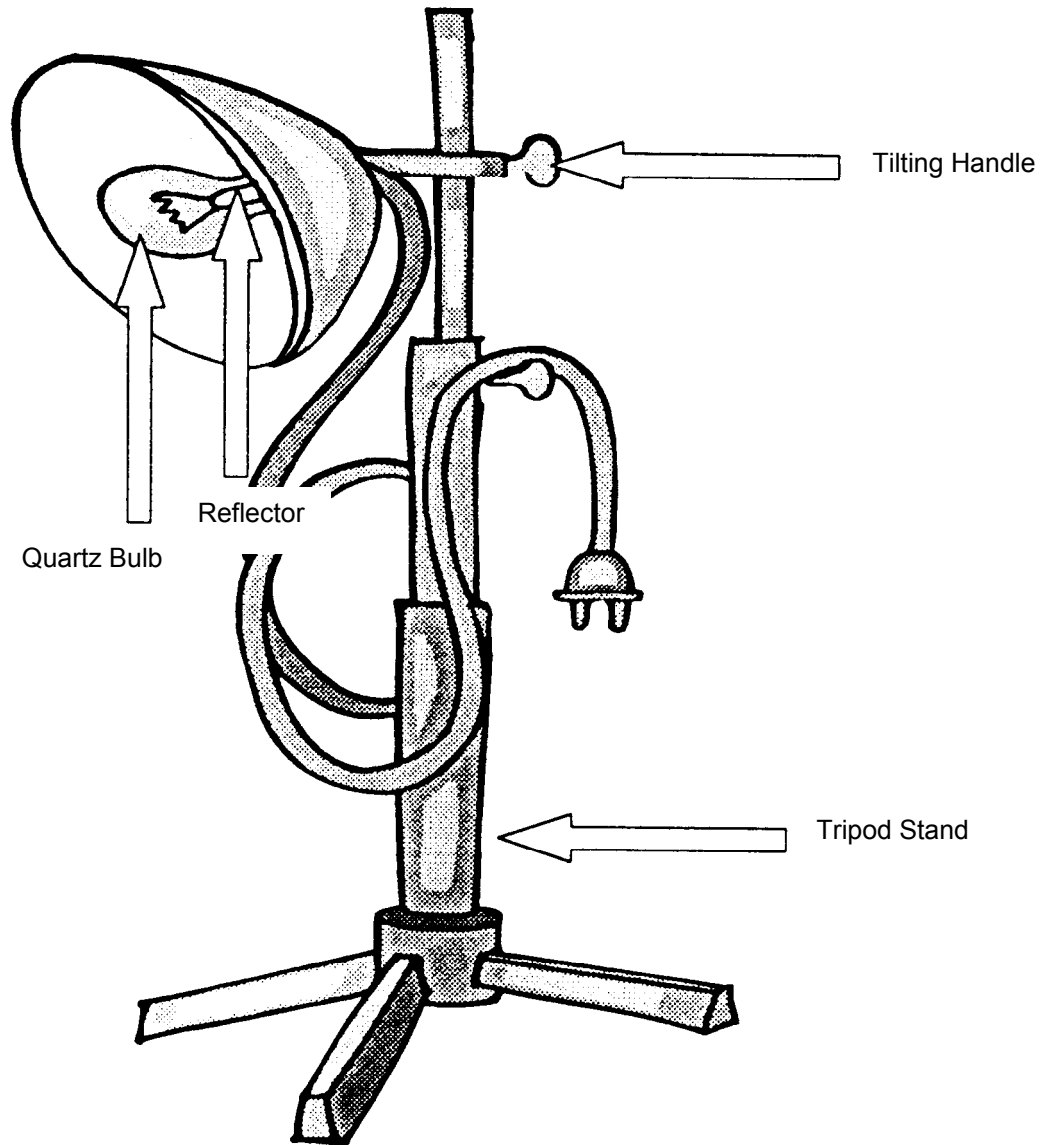


Photo Finishing Equipment

Hand Operated Paper Cutter

1. Operate only with the teacher's permission and after instructions have been received.
2. Use the paper cutter with great care as it can cause serious cuts and pinches.
3. When operating the paper cutter, keep the fingers behind the safety guard and never remove the guard.
4. To prevent cut fingers, use the safelight when cutting orthochromatic film in the darkroom. For cutting panchromatic film in total darkness, the cutting edge should be coated with fluorescent or luminescent paint.
5. Place a ruler, not the fingers, next to the blade to hold the paper flat.
6. When using a paper cutter, cut only one sheet of paper or film at a time. Do not use the paper cutter to cut anything except paper or film.
7. When finished, always close the cutting blade and fasten it with the safety lock.

Print Dryer

1. Operate only with the teacher's permission and after instructions have been received.
2. Be careful to avoid burns when using the print dryer. Its surfaces are hot.
3. Be sure the electrical cord to this machine is not worn and is properly grounded.
4. Do not use this machine with wet hands or while standing on a wet floor.

Dry Mount Press

1. Operate only with the teacher's permission and after instructions have been received.
2. When using the dry mount press or tacking iron, students should be careful not to burn themselves.
3. Never test the heat of the press or tacking iron by touching.
4. Do not let your hands come into contact with the platen of the dry mount press. Also, do not close the press on your hands.
5. Dry mount with the heat setting prescribed by the teacher.
6. Do not lay the hot tracking iron down on papers or the counter top. Return it to its proper holder after each use.
7. When closing the platen of the dry mount press, be sure that the print and the mount are the only items under the platen.
8. Turn off and unplug the press or tacking iron when the job is finished.

Safety Quiz 1 – Cameras, Flash Units, Projectors

Name _____ Grade _____ Date _____

True or False:

- _____ 1. Get permission of models and owners of private property before taking photographs.
- _____ 2. Before mounting a camera on a tripod, be sure the tripod legs are secure.
- _____ 3. Carefully remove used flash bulbs from the camera by hand.
- _____ 4. Leaving cameras and film in closed and locked cars in the summer is a safe thing to do.
- _____ 5. Do not exercise any special care in handling flashbulbs. They are sturdy.
- _____ 6. Before beginning to show a slide show or a movie, be sure the projector is on a solid surface so it will not fall.
- _____ 7. Carry both used and unused flashbulbs in a pocket.
- _____ 8. Use a flashguard over the flash unit at all times.
- _____ 9. Take no special care of the projector's moving parts.

MULTIPLE CHOICE

- _____ 1. When taking a photograph, never endanger:
 - a. Oneself.
 - b. The model.
 - c. The camera.
 - d. Both a and b.
- _____ 2. Before leaving the classroom to take photographs:
 - a. Tell another student of one's destination.
 - b. Get the instructor's permission.
 - c. Put on a jacket.
 - d. Invite a good friend to go along.
- _____ 3. When taking a photograph from a car:
 - a. Pull to the edge of the road and stop the car.
 - b. Roll down the window.
 - c. Drive slowly while taking the picture.
 - d. Keep one hand on the steering wheel.

- _____ 4. Never ask a model to look directly into:
 - a. The camera.
 - b. The sun.
 - c. Empty space.
 - d. None of these.
- _____ 5. When connecting the flash unit to the camera, always have it aimed:
 - a. Towards one's face.
 - b. Towards the model.
 - c. Towards the bystanders.
 - d. Always away for oneself and others.
- _____ 6. When changing a burned out projector bulb:
 - a. Let the bulb cool first.
 - b. Disconnect the power cord.
 - c. Be careful not to crack the bulb.
 - d. Do all of these.
- _____ 7. To protect the members of the audience during a movie or slide show:
 - a. Do not let the projector light shine directly into their eyes.
 - b. Do not have the room so dark a person could not see to leave if necessary.
 - c. Be sure no one trips over the extension cords running to the projector.
 - d. Do all of these.

Safety Quiz 1 – Cameras, Flash Units, Projectors (key)

Name _____ Grade _____ Date _____

True or False:

- T ____ 1. Get permission of models and owners of private property before taking photographs.
- T ____ 2. Before mounting a camera on a tripod, be sure the tripod legs are secure.
- T ____ 3. Carefully remove used flash bulbs from the camera by hand.
- F ____ 4. Leaving cameras and film in closed and locked cars in the summer is a safe thing to do.
- F ____ 5. Do not exercise any special care in handling flashbulbs. They are sturdy.
- T ____ 6. Before beginning to show a slide show or a movie, be sure the projector is on a solid surface where it will not fall.
- F ____ 7. Carry both used and unused flashbulbs in a pocket.
- T ____ 8. Use a flashguard over the flash unit at all times.
- F ____ 9. Take no special care of the projector's moving parts.

MULTIPLE CHOICE

- d ____ 1. When taking a photograph, never endanger:
 - a. Oneself.
 - b. The model.
 - c. The camera.
 - d. Both a and b.
- b ____ 2. Before leaving the classroom to take photographs:
 - a. Tell another student of one's destination.
 - b. Get the instructor's permission.
 - c. Put on a jacket.
 - d. Invite a good friend to go along.
- a ____ 3. When taking a photograph from a car:
 - a. Pull to the edge of the road and stop the car.
 - b. Roll down the window.
 - c. Drive slowly while taking the picture.
 - d. Keep one hand on the steering wheel.

- b ____ 4. Never ask a model to look directly into:
- a. The camera.
 - b. The sun.
 - c. Empty space.
 - d. None of these.
- d ____ 5. When connecting the flash unit to the camera, always have it aimed:
- a. Towards one's face.
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- a. Let the bulb cool first.
 - b. Disconnect the power cord.
 - c. Be careful not to crack the bulb.
 - d. Do all of these.
- b ____ 7. To protect the members of the audience during a movie or slide show:
- a. Do not let the projector light shine directly into their eyes.
 - b. Do not have the room so dark a person could not see to leave if necessary.
 - c. Be sure no one trips over the extension cords running to the projector.
 - d. Do all of these.

Safety Quiz 2 – Cameras, Flash Units, Projectors

Name _____ Grade _____ Date _____

True or False:

- _____ 1. The guard should be removed before using the paper cutter.
- _____ 2. The paper cutter may also be used to cut cloth, plastic and thin pieces of wood.
- _____ 3. The tacking iron must be returned to its proper holder after use to avoid fire danger or damage to the counter.
- _____ 4. The heat setting for the dry mount press is to be decided by the teacher.
- _____ 5. Spray adhesives and film cleaners are flammable and special precautions should be taken when using them.
- _____ 6. The print dryer becomes only slightly warm during use.
- _____ 7. The paper cutter can cause serious cuts and pinches.
- _____ 8. The print dryer should not be used with wet hands or while standing on a wet floor.

Multiple Choice:

- _____ 9. For cutting panchromatic film in total darkness, the cutting edge of the paper cutter should be coated with:
 - a. Luminescent paint.
 - b. Flourescent paint.
 - c. Latex paint.
 - d. A or B above.
- _____ 10. When using spray adhesives or film cleaners, be sure to:
 - a. Avoid breathing the fumes.
 - b. Store them in a metal cabinet.
 - c. Avoid using them around sparks or flames.
 - d. Do all of these.
- _____ 11. When using the tacking iron or dry mount press, extreme care should be taken due to:
 - a. The plug-in of the equipment.
 - b. The style of the equipment.
 - c. The high temperature of the equipment.
 - d. None of these.

- _____ 12. Before using the paper cutter, a student should:
- Put on safety glasses.
 - Have the teacher's permission.
 - Tie back long hair.
 - All of the above.
- _____ 13. When the paper cutter is not in use, the blade must be:
- Closed and locked.
 - Open and locked.
 - Closed and unlocked.
 - Open and unlocked.
- _____ 14. When using the dry mount press, keep hands away from:
- The base.
 - The matt.
 - The platten.
 - The mount.
- _____ 15. To avoid burns, always draw the tacking iron away from:
- The print edge.
 - The mount board.
 - The hand.
 - The print center.
- _____ 16. To hold paper flat when using the paper cutter, use:
- The left hand.
 - A ruler.
 - The right hand.
 - A piece of cardboard.
- _____ 17. When closing the platen on the dry mount press, the only two things under the platten should be:
- The print and the tape.
 - The print and the mount.
 - The mount and the protective shield.
 - The mount and the tape.

- _____ 18. When finished with the dry mount press or tacking iron, always:
- a) Turn it off and unplug.
 - b) Leave it plugged in for the next student.
 - c) Unplug only.
 - d) Turn off only.

Safety Quiz 2 – Cameras, Flash Units, Projectors (key)

Name _____ Grade _____ Date _____

True or False:

- F ____ 1. The guard should be removed before using the paper cutter.
- F ____ 2. The paper cutter may also be used to cut cloth, plastic and thin pieces of wood.
- T ____ 3. The tacking iron must be returned to its proper holder after use to avoid fire danger or damage to the counter.
- T ____ 4. The heat setting for the dry mount press is to be decided by the teacher.
- T ____ 5. Spray adhesives and film cleaners are flammable and special precautions should be taken when using them.
- F ____ 6. The print dryer becomes only slightly warm during use.
- T ____ 7. The paper cutter can cause serious cuts and pinches.
- T ____ 8. The print dryer should not be used with wet hands or while standing on a wet floor.

Multiple Choice:

- a ____ 9. For cutting panchromatic film in total darkness, the cutting edge of the paper cutter should be coated with:
- a. Luminescent paint.
 - b. Flourescent paint.
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 - d. A or B above.
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- a. Avoid breathing the fumes.
 - b. Store them in a metal cabinet.
 - c. Avoid using them around sparks or flames.
 - d. Do all of these.
- c ____ 11. When using the tacking iron or dry mount press, extreme care should be taken due to:
- a. The plug-in of the equipment.
 - b. The style of the equipment.
 - c. The high temperature of the equipment.
 - d. None of these.

- d ____ 12. Before using the paper cutter, a student should:
- Put on safety glasses.
 - Have the teacher's permission.
 - Tie back long hair.
 - All of the above.
- a ____ 13. When the paper cutter is not in use, the blade must be:
- Closed and locked.
 - Open and locked.
 - Closed and unlocked.
 - Open and unlocked.
- c ____ 14. When using the dry mount press, keep hands away from:
- The base.
 - The matt.
 - The platten.
 - The mount.
- c ____ 15. To avoid burns, always draw the tacking iron away from:
- The print edge.
 - The mount board.
 - The hand.
 - The print center.
- d ____ 16. To hold paper flat when using the paper cutter, use:
- The left hand.
 - A ruler.
 - The right hand.
 - A piece of cardboard.
- b ____ 17. When closing the platten on the dry mount press, the only two things under the platten should be:
- The print and the tape.
 - The print and the mount.
 - The mount and the protective shield.
 - The mount and the tape.

- a_____ 18. When finished with the dry mount press or tacking iron, always:
- e) Turn it off and unplug.
 - f) Leave it plugged in for the next student.
 - g) Unplug only.
 - h) Turn off only.

Safety Quiz 3 – Cameras, Flash Units, Projectors

Name _____ Grade _____ Date _____

True or False:

- _____ 1. Frayed electrical cords may be used when setting up studio lighting if they are the only ones available.
- _____ 2. Spotlights become only slightly warm during use.
- _____ 3. It is alright to handle power cords or switches with damp hands if the electrical equipment is properly grounded.
- _____ 4. Hot lighting equipment should never be placed close to flammable materials because it could cause a fire.
- _____ 5. Any temporary power cords running across the floor should be taped to the floor to prevent tripping.

Multiple Choice:

- _____ 6. The total of all photo lamps connected to a single household circuit should not be more than:
 - a. 50 watts.
 - b. 500 watts.
 - c. 1000 watts.
 - d. 1500 watts.

- _____ 7. Do not splash any liquid on a hot lamp or spotlight because:
 - a. The bulb may shatter.
 - b. The bulb will get wet.
 - c. It will make a mess.

 - d. The liquid is being wasted.
- _____ 8. After use, all light cords should be:
 - a. Coiled and secured to the light stand.
 - b. Coiled and placed on the floor.
 - c. Left plugged into studio outlets.
 - d. Left taped to the floor.

- _____ 9. In the studio, always keep one leg of the light and camera tripods pointing:
- Towards the model.
 - Towards the camera.
 - Away from the model.
 - Away from the camera.
- _____ 10. After use, extension cords and electrical equipment should be:
- Returned to storage.
 - Pushed into a corner.
 - Left in place for the next assignment.
 - None of these.
- _____ 11. To protect the model:
- Always adjust the boom light with the model in place.
 - Never adjust the boom light over the model's head.
 - Have the model looking directly into the bright lights.
 - None of these.
- _____ 12. When climbing a stepladder, make certain:
- One spread brace is in position.
 - Both spread braces are in position.
 - Neither spread brace is in position.
 - None of these.
- _____ 13. Before climbing a stepladder, make certain:
- The feet are firmly placed.
 - The ladder is fully open.
 - The ladder is on solid floor.
 - All of these.

Safety Quiz 3 – Cameras, Flash Units, Projectors (key)

Name _____ Grade _____ Date _____

True or False:

- F ____ 1. Frayed electrical cords may be used when setting up studio lighting if they are the only ones available.
- F ____ 2. Spotlights become only slightly warm during use.
- F ____ 3. It is alright to handle power cords or switches with damp hands if the electrical equipment is properly grounded.
- F ____ 4. Hot lighting equipment should never be placed close to flammable materials because it could cause a fire.
- T ____ 5. Any temporary power cords running across the floor should be taped to the floor to prevent tripping.

Multiple Choice:

- d ____ 6. The total of all photo lamps connected to a single household circuit should not be more than:
- a. 50 watts.
 - b. 500 watts.
 - c. 1000 watts.
 - d. 1500 watts.
- a ____ 7. Do not splash any liquid on a hot lamp or spotlight because:
- a. The bulb may shatter.
 - b. The bulb will get wet.
 - c. It will make a mess.
 - d. The liquid is being wasted.
- a ____ 8. After use, all light cords should be:
- a. Coiled and secured to the light stand.
 - b. Coiled and placed on the floor.
 - c. Left plugged into studio outlets.
 - d. Left taped to the floor.

- a ____ 9. In the studio, always keep one leg of the light and camera tripods pointing:
- a. Towards the model.
 - b. Towards the camera.
 - c. Away from the model.
 - d. Away from the camera.
- a ____ 10. After use, extension cords and electrical equipment should be:
- a. Returned to storage.
 - b. Pushed into a corner.
 - c. Left in place for the next assignment.
 - d. None of these.
- b ____ 11. To protect the model:
- a. Always adjust the boom light with the model in place.
 - b. Never adjust the boom light over the model's head.
 - c. Have the model looking directly into the bright lights.
 - d. None of these.
- b ____ 12. When climbing a stepladder, make certain:
- a. One spread brace is in position.
 - b. Both spread braces are in position.
 - c. Neither spread brace is in position.
 - d. None of these.
- d ____ 13. Before climbing a stepladder, make certain:
- a. The feet are firmly placed.
 - b. The ladder is fully open.
 - c. The ladder is on solid floor.
 - d. All of these.