Use this worksheet to track and record your answers during the course of this program.

**Hint:** When you’re looking for both Safe Work Practices and Ergonomic Best Practices in the same video clip, they will occur in the videos in the same order they are listed in this worksheet.

**Duct Fabrication**

**Step 1 - Receiving Coil**

A. Screen Interaction 1 – Click the screen to pick your answers.

B. Video Interaction 1 – Track and record your answers in the space provided.
   1. Safe work practice
   2. Safe work practice
   3. Safe work practice

C. Video Interaction 2 – Track and record your answers in the space provided.
   1. Safe work practice
   2. Safe work practice
   3. Safe work practice
   4. Safe work practice
   5. Safe work practice

D. Screen Interaction 2 – Click the screen to pick your answer.

E. Video Interaction 3 – Track and record your answers in the space provided.
   1. Safe work practice
   2. Safe work practice
   3. Safe work practice
   4. Safe work practice
   5. Safe work practice
   6. Safe work practice
   7. Safe work practice

F. Screen Interaction 3 – Click the screen to pick your answers.

G. Video Interaction 4 – Track and record your answer in the space provided.
   1. Lean Principle
Step 2 - Loading Coil Line

A. Video Interaction 1 – Track and record your answers in the space provided.
   1. Safe work practice
   2. Safe work practice
   3. Safe work practice
   4. Safe work practice

B. Screen Interaction 1 – Click the screen to pick your answers.

C. Video Interaction 2 – Track and record your answers in the space provided.
   1. Safe work practice
   2. Safe work practice
   3. Safe work practice
   4. Safe work practice
   5. Safe work practice
   6. Safe work practice

D. Video Interaction 3 – Track and record your answers in the space provided.
   1. Safe work practice
   2. Safe work practice
   3. Safe work practice
   4. Safe work practice
   5. Safe work practice
   6. Safe work practice

E. Video Interaction 4 – Track and record your answers in the space provided.
   1. Safe work practice
   2. Safe work practice
   3. Safe work practice
   4. Safe work practice
   5. Safe work practice

F. Screen Interaction 2 – Click the screen to pick your answers.
G. Video Interaction 5 – Track and record your answers in the space provided.

1. Safe work practice ________________________________________________________

2. Safe work practice ________________________________________________________

3. Safe work practice ________________________________________________________
Step 3 - Coil Fed Plasma

A. Video Interaction 1 – Track and record your answers in the space provided.
   1. Safe work practice __________________________________________________________
   2. Safe work practice __________________________________________________________
   3. Safe work practice __________________________________________________________
   4. Safe work practice __________________________________________________________
   5. Safe work practice __________________________________________________________
   6. Safe work practice __________________________________________________________
   7. Safe work practice __________________________________________________________

B. Screen Interaction 1 – Click the screen to pick your answers.

C. Video Interaction 2 – Track and record your answers in the space provided.
   1. Safe work practice __________________________________________________________
   1. Ergonomic best practice _____________________________________________________
   2. Safe work practice __________________________________________________________
   3. Safe work practice __________________________________________________________
   2. Ergonomic best practice _____________________________________________________
   4. Safe work practice __________________________________________________________
   5. Safe work practice __________________________________________________________
   6. Safe work practice __________________________________________________________
Step 4 - Beads, Snaplocks, and TDC Connections

A. Video Interaction 1 – Track and record your answers in the space provided.

1. Safe work practice
2. Safe work practice
1. Ergonomic best practice
3. Safe work practice
2. Ergonomic best practice
4. Safe work practice
5. Safe work practice
6. Safe work practice

B. Video Interaction 2 – Track and record your answers in the space provided.

1. Safe work practice
2. Safe work practice
1. Ergonomic best practice
3. Safe work practice
4. Safe work practice
2. Ergonomic best practice
5. Safe work practice
6. Safe work practice
7. Safe work practice
3. Ergonomic best practice
8. Safe work practice
9. Safe work practice
4. Ergonomic best practice
10. Safe work practice
Step 5 - 90 Degree Duct Brake

A. Screen Interaction 1 – Click the screen to pick your answers.

B. Video Interaction 1 – Track and record your answers in the space provided.
   1. Safe work practice
   2. Safe work practice
   3. Safe work practice
   4. Safe work practice
   1. Ergonomic best practice
   5. Safe work practice

C. Screen Interaction 2 – Click the screen to pick your answers.

D. Video Interaction 2 – Track and record your answer in the space provided.
   1. Lean Principle

1. Safe work practice __________________________________________________
2. Safe work practice __________________________________________________
3. Safe work practice __________________________________________________
4. Safe work practice __________________________________________________
1. Ergonomic best practice ______________________________________________
5. Safe work practice __________________________________________________

1. Lean Principle _______________________________________________________
Step 6 - Joining, Finishing and Sealing

A. Video Interaction 1 – Track and record your answers in the space provided.
   1. Safe work practice
   2. Safe work practice
   3. Safe work practice
   4. Safe work practice
   5. Safe work practice

B. Video Interaction 2 – Track and record your answers in the space provided.
   1. Safe work practice
   2. Safe work practice
   3. Safe work practice
   1. Ergonomic best practice
   4. Safe work practice
   2. Ergonomic best practice
**Step 7 - Assembling**

A. Screen Interaction 1 – Click the screen to pick your answers.

B. Screen Interaction 2 – Click the screen to pick your answers.

C. Video Interaction 1 – Track and record your answers in the space provided.

1. Safe work practice ___________________________________________________________________
2. Safe work practice ___________________________________________________________________
3. Safe work practice ___________________________________________________________________
4. Safe work practice ___________________________________________________________________
5. Safe work practice ___________________________________________________________________
6. Ergonomic best practice ___________________________________________________________________
7. Safe work practice ___________________________________________________________________
8. Safe work practice ___________________________________________________________________
9. Safe work practice ___________________________________________________________________
10. Safe work practice ___________________________________________________________________

D. Video Interaction 2 – Track and record your answers in the space provided.

1. Safe work practice ___________________________________________________________________
1. Ergonomic best practice ___________________________________________________________________
2. Ergonomic best practice ___________________________________________________________________
3. Ergonomic best practice ___________________________________________________________________
2. Safe work practice ___________________________________________________________________
3. Safe work practice ___________________________________________________________________
4. Safe work practice ___________________________________________________________________
5. Safe work practice ___________________________________________________________________
6. Safe work practice ___________________________________________________________________
7. Safe work practice ___________________________________________________________________
8. Safe work practice ___________________________________________________________________
Step 8 - Bundling and Staging for Shipment

A. Video Interaction 1 – Track and record your answers in the space provided.
   1. Safe work practice
   2. Safe work practice
   3. Safe work practice
   4. Safe work practice
   5. Safe work practice
   6. Safe work practice
   7. Safe work practice
   8. Safe work practice
   9. Safe work practice
   10. Safe work practice
   11. Safe work practice

B. Screen Interaction 1 – Click the screen to pick your answers.

C. Video Interaction 2 – Track and record your answers in the space provided.
   1. Safe work practice
   2. Safe work practice

D. Screen Interaction 2 – Click the screen to pick your answers.

E. Video Interaction 3 – Track and record your answers in the space provided.
   1. Safe work practice
   2. Safe work practice
Duct Installation

**Step 1 - Materials Handling**

A. Screen Interaction 1 – Click the screen to pick your answers.

B. Video Interaction 1 – Track and record your answers in the space provided.
   1. Safe work practice ________________________________
   2. Safe work practice ________________________________

C. Screen Interaction 2 – Click the screen to pick your answers.

D. Video Interaction 2 – Track and record your answers in the space provided.
   1. Safe work practice ________________________________
   2. Safe work practice ________________________________
   3. Safe work practice ________________________________
   1. Ergonomic best practice ________________________________
Step 2 - Preparing to Work at Heights

A. Video Interaction 1 – Track and record your answers in the space provided.
   1. Safe work practice __________________________________________________
   2. Safe work practice __________________________________________________
   3. Safe work practice __________________________________________________

B. Video Interaction 2 – Track and record your answers in the space provided.
   1. Safe work practice __________________________________________________
   2. Safe work practice __________________________________________________
   3. Safe work practice __________________________________________________
Step 3 - Hanger Installation

A. Video Interaction 1 – Track and record your answers in the space provided.
   1. Safe work practice ______________________________________________________
   2. Safe work practice ______________________________________________________
   3. Safe work practice ______________________________________________________
   4. Safe work practice ______________________________________________________
   5. Safe work practice ______________________________________________________

B. Video Interaction 2 – Track and record your answers in the space provided.
   1. Safe work practice ______________________________________________________
   1. Ergonomic best practice _________________________________________________
   2. Safe work practice ______________________________________________________
   3. Safe work practice ______________________________________________________
Step 4 - Loading the Duct Lift

A. Video Interaction 1 – Track and record your answers in the space provided.

1. Ergonomic best practice
2. Safe work practice
3. Safe work practice

B. Video Interaction 2 – Track and record your answers in the space provided.

1. Ergonomic best practice
2. Safe work practice
2. Ergonomic best practice
Step 5 - Installing a VAV Box

A. Video Interaction 1 – Track and record your answers in the space provided.
   1. Safe work practice ____________________________
   2. Safe work practice ____________________________
   3. Safe work practice ____________________________
   4. Safe work practice ____________________________
   5. Safe work practice ____________________________
   1. Ergonomic best practice ____________________________
   6. Safe work practice ____________________________
   7. Safe work practice ____________________________

B. Video Interaction 2 – Track and record your answers in the space provided.
   1. Ergonomic best practice ____________________________
   2. Ergonomic best practice ____________________________
   1. Safe work practice ____________________________
   3. Ergonomic best practice ____________________________
   2. Safe work practice ____________________________
Step 6 - Insulating the Duct

A. Video Interaction 1 – Track and record your answers in the space provided.
   1. Safe work practice
   2. Safe work practice

B. Screen Interaction 1 – Click the screen to pick your answers.

C. Video Interaction 2 – Track and record your answers in the space provided.
   1. Safe work practice
   2. Safe work practice
   3. Safe work practice
   4. Safe work practice
   5. Safe work practice
   6. Safe work practice