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| --- | --- |
| Date |  |
| Location |  |
| Completed by |  |

| OK = Satisfactory | AN = Action Needed | N/A = Not Applicable | | **OK** | **AN** | **N/A** |
| --- | --- | --- | --- | --- |
| 1 | Appropriate safety glasses, face shields, and other PPE are used while using tools that might produce flying materials or be subject to breakage. |  |  |  |
| **HAND TOOLS** | | | | |
| 2 | All tools (both company and worker-owned) used at the workplace are in good condition. |  |  |  |
| 3 | Workers have been advised of hazards caused by faulty or improperly used hand tools. |  |  |  |
| 4 | Hand tools, such as chisels and punches, which develop mushroomed heads during use are reconditioned or replaced as necessary. |  |  |  |
| 5 | Tools cutting edges are kept sharp so that tools move smoothly without binding or skipping. |  |  |  |
| 6 | Tool handles are wedged tightly into the heads of all tools. |  |  |  |
| 7 | Broken or fractured handles on hammers, axes, and similar equipment are replaced. |  |  |  |
| 8 | Tools are stored in a dry, secure location where tampering is not possible. |  |  |  |
| 9 | Worn or bent wrenches are replaced regularly. |  |  |  |
| 10 | Appropriate handles are used on files and similar tools. |  |  |  |
| 11 | Jacks are inspected to ensure they are in good operating condition. |  |  |  |
| 12 | Jacks receive appropriate maintenance and are lubricated at regular intervals. |  |  |  |
| 13 | Jacks only lift loads within their rated capacity. |  |  |  |
| **POWER TOOLS** | | | | |
| 14 | Power tools are equipped with proper shields, guards, or attachments, as recommended by the manufacturer. |  |  |  |
| 15 | Grinders, saws, and other equipment are provided with appropriate guards. |  |  |  |
| 16 | Portable circular saws are equipped with the proper guards above and below the base plate or shoe. |  |  |  |
| 17 | Circular saw guards are checked to ensure that they are not wedged up, leaving the lower portion of the blade unguarded. |  |  |  |
| 18 | Cord-connected, electrically operated tools and equipment are effectively grounded or of the approved double insulated type. |  |  |  |
| 19 | Rotating or moving parts of equipment are guarded to prevent physical contact. |  |  |  |
| 20 | Pneumatic and hydraulic hoses used with tools are checked regularly for deterioration or damage. |  |  |  |
| **POWDER-ACTUATED TOOLS** | | | | |
| 21 | Each worker who operates powder-actuated tool has been trained in its use. |  |  |  |
| 22 | Powder-actuated tools are left unloaded until they are ready to be used. |  |  |  |
| 23 | Powder-actuated tools are inspected for obstructions or defects before use. |  |  |  |
| 24 | Each powder-actuated tool is stored in its own locked container when not being used. |  |  |  |
| 25 | Workers who operate powder-actuated tools use appropriate PPE. |  |  |  |

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| Action Needed Items and Additional Notes: |
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