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

| OK = Satisfactory | AN = Action Needed | N/A = Not Applicable | **OK** | **AN** | **N/A** |
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| 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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