

TOOLS INSPECTION CHECKLIST

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HAND TOOLS				
2	All tools (both company and worker-owned) used at the workplace are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Workers have been advised of hazards caused by faulty or improperly used hand tools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Hand tools, such as chisels and punches, which develop mushroomed heads during use are reconditioned or replaced as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Tools cutting edges are kept sharp so that tools move smoothly without binding or skipping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Tool handles are wedged tightly into the heads of all tools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Broken or fractured handles on hammers, axes, and similar equipment are replaced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Tools are stored in a dry, secure location where tampering is not possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Worn or bent wrenches are replaced regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Appropriate handles are used on files and similar tools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Jacks are inspected to ensure they are in good operating condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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OK

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12	Jacks receive appropriate maintenance and are lubricated at regular intervals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Jacks only lift loads within their rated capacity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
POWER TOOLS				
14	Power tools are equipped with proper shields, guards, or attachments, as recommended by the manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Grinders, saws, and other equipment are provided with appropriate guards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Portable circular saws are equipped with the proper guards above and below the base plate or shoe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Circular saw guards are checked to ensure that they are not wedged up, leaving the lower portion of the blade unguarded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Cord-connected, electrically operated tools and equipment are effectively grounded or of the approved double insulated type.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Rotating or moving parts of equipment are guarded to prevent physical contact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Pneumatic and hydraulic hoses used with tools are checked regularly for deterioration or damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
POWDER-ACTUATED TOOLS				
21	Each worker who operates powder-actuated tool has been trained in its use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Powder-actuated tools are left unloaded until they are ready to be used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Powder-actuated tools are inspected for obstructions or defects before use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Each powder-actuated tool is stored in its own locked container when not being used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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25	Workers who operate powder-actuated tools use appropriate PPE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Action Needed Items and Additional Notes:

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