

Hand and Power Tool Inspection

General Requirements	Yes	No	N/A	Comments
Personal Protective Equipment				
Is appropriate eye protection available and its use required when using hand tools?				
Is it required that employees remove slivers, sawdust, moisture, and grime from all tools prior to their being stored?				
Impact Tools (chisels, punches, hammers)				
Are carrying pouches available so that chisels, punches or other sharp tools can be safely carried around the waist?				
Are tools and equipment in good condition?				
Have mushroomed heads on hammers, chisels, punches, etc., been reconditioned or replaced if necessary?				
Do hammers have securely wedged handles? Are the handles smooth, clean, and fitted to the job?				
Have broken hammer handles been replaced?				
Wrenches				
Is an assortment of wrenches available to ensure that the correct size is available for every job?				
Are employees required to remove dirt and grime from wrench sockets?				
Have employees been cautioned to never use pipe extensions to extend the capacity of a wrench or to never strike a wrench handle with a hammer?				
Are employees carefully trained on the use of adjustable wrenches to avoid their slipping if the "jaws" should slip?				
Are employees warned of the dangers of pipe wrenches slipping on overhead pipes, leading to serious falling injuries?				
Is it forbidden to use machine wrenches as hammers, thus leading to their becoming distorted and unsafe?				
Have worn or bent wrenches been replaced?				

Screwdrivers				
Is it prohibited to use screwdrivers for other than their intended purpose?				
Are employees required to keep screwdriver tips clean and sharp?				
Are screwdrivers with blades or rivets extended through the handles prohibited for electrical work?				
Bladed Tools (Knives and Axes)				
Are employees alert to the following dangers: - Knives carried in pockets - Knives placed upright in toolboxes or on workbenches? - Using axes for sledge hammers? - Using axes with loose handles?				
Are employees who use knives aware that most accidents with knives could have been avoided by: - Cutting away from the body? - Keeping the hands and body clear from the blade? - Keeping the knife in a sheath or holder, carried over the right or left hip, toward the back? - Never attempting to catch a falling knife?				
Vises				
Are vises available to hold work?				
Are appropriate and sufficient vices provided to hold material while it is being worked?				
Are employees prohibited from holding material in the bare hand while working it?				
Is it forbidden to strike the jaws of a vise by striking with a hammer? Is tightening allowed with the hands only?				
Saws				
Are employees trained on which saw to use for specific jobs?				
Are saws kept sharp and the teeth kept well set to prevent binding?				
Have hacksaws been adjusted in the frame to prevent buckling and breaking?				
Are hacksaws not so tight that there is				

danger breaking off?				
Are blades installed with the teeth pointing forward?				
Power tools				
Are power tools equipped and used with guards whenever possible?				
Are all belts, gears, shafts, pulleys, sprockets, spindles, drums, flywheels, chains, or other reciprocating, rotating or moving parts of equipment guarded if operator is exposed to contact or if they otherwise create a hazard?				
Is all necessary personal protective equipment provided whenever the use of power tools?				
Are all hand-held powered circular saws (with blades greater than 2 inches in diameter) equipped with a constant pressure switch that shuts off power when released?				
Are all hand-held powered drills; fastener drivers; horizontal, vertical and angle grinders (with wheels greater than 2 inches in diameter); disc sanders (with discs greater than 2 inches in diameter); belt sanders; reciprocating saws; saber, scroll, jig saws (with blade shanks greater than a nominal one-fourth (1/4) inch); and other similarly power tools equipped with a constant pressure switch or control? <i>The Construction standard requires a "momentary contact on-off control" instead of a constant pressure switch or control. This means that if the switch is pressed, the tool turns on and if the switched is pressed again, the tool turns off.</i>				
Are all portable power-driven circular saws (with blade diameter greater than 2 inches) equipped with guards above and below the base plate or shoe?				
Does the upper guard on a circular saw cover the saw to the depth of the teeth,				

except for the minimum arc required to permit the base to be tilted for bevel cuts?				
Does the lower guard on a circular saw cover the saw to the depth of the teeth, except for the minimum arc required to allow proper retraction and contact with the work?				
When a circular saw is removed from the material being sawed, does the lower guard automatically and instantly return to the covering position?				
Are all portable, electrically powered tools properly grounded or double insulated?				
Is it prohibited to lower or hoist a tool by the cord?				