

INSPECTION CHECKLIST FOR

# Electric workshop tools



NAME  DATE  LOCATION

All the items in the "ITEMS TO BE CHECKED" column must be checked by operators before operating equipment.

Indicate whether each criterion is met (using a tick) or not (using a cross), or mark as not applicable (NA) if the item is irrelevant to your particular workplace.

GENERAL WORKPLACE CONDITION	☒	COMMENTS
WORK AREA CLEAN AND TIDY; NO CLUTTER		
NO DEBRIS UNDER MACHINES, IN CUPBOARDS, etc.		
NO UNNEEDED ITEMS IN WORK AREA		
WORK MATERIALS AND EQUIPMENT ORDERLY		
NO FOOD / DRINKS IN WORK AREA		
TAPS, RESTROOMS AND LOCKER ROOMS CLEAN		
AISLES, WALKWAYS, STAIRS, & EXITS UNOBSTRUCTED		
ALL WALKWAYS ABOVE 1.2m GUARDED		
FIRE EXITS AND NON-EXIT DOORS MARKED		
FIRE ALARM LOCATIONS MARKED & UNOBSTRUCTED		
NO OBJECTS JUTTING INTO WALKWAYS AND AISLES		
HOSE AND EXTINGUISHERS READY FOR USE		
EXTINGUISHERS FULLY-CHARGED AND UNOBSTRUCTED		
NO ITEMS AROUND EMERGENCY EQUIPMENT		
NO MATERIALS WITHIN 46cm OF OVERHEAD SPRINKLERS		
VENTILATION FOR WORK AREAS PROVIDED		
PORTABLE WORK PLATFORMS INSPECTED WEEKLY		
FLOORS (TILES, BOARDS, etc.) IN GOOD CONDITION		
FLOORS DRY; NO DUST, DEBRIS, LEAKS OR SPILLS		
FLOOR MARKINGS HIGHLY VISIBLE & NOT FADED		
FLOOR OPENINGS / HOLES GUARDED ON ALL SIDES		
LAMPS / LIGHT SOURCES CLEAN & BRIGHT ENOUGH		
WARNING SIGNS IN GOOD CONDITION & VISIBLE		
CORDS, CABLES & HOSES STORED IN A BUNDLE		
MACHINE & EQUIPMENT GUARDS SECURE		
TOOLS IN GOOD CONDITION & IN CORRECT PLACE		
STORAGE AREAS CLEAN, TIDY AND ORGANISED		
STACKED MATERIALS ON FLAT & FIRM FOUNDATION		
STORAGE RACKS ADEQUATE & IN GOOD CONDITION		
HEAVIER / BULKIER ITEMS KEPT ON LOWER SHELVES		
HAZMAT* STORED IN COMPATIBLE CONTAINERS		

\*HAZMAT stands for HAZardous MATerials

POWER LEAD SAFETY CHECKS	☒		☒
NO FRAYED CABLES		NO OVERLOADED PLUG POINTS	
NO CABLES NEAR HOT SURFACES		NO CABLES NEAR WATER SOURCES	
NO LOOSE WIRES		NO DAMAGE TO PLUGS	
CABLES PRESENT NO TRIPPING HAZARDS		NO CABLES UNDER CARPETS	
NO CABLES IN WALKWAYS		NO PERMANENTLY USED EXTENSION CORDS	
TOOLS & PLUGS TURNED OFF AFTER USE		NO WIRES ARE EXPOSED	

**Never rush an inspection.  
Remember: your reputation is on the line!**

**Continued overleaf**

TYPE OF TOOL

**FIXED POWER TOOL PRE USE CHECKS**

**PERSONAL PROTECTIVE EQUIPMENT**

CORRECT PPE IS AVAILABLE		PPE INSPECTED FOR DEFECTS	
CORRECT PPE SELECTED BASED ON JOB		PPE IS CLEAN AND SANITARY	

**MACHINE SELECTION/INITIAL CHECKS**

CORRECT MACHINE SELECTED BASED ON JOB		MACHINE IS FREE OF GREASE	
MACHINE IS APPROPRIATE SIZE FOR JOB		MACHINE IS FREE OF ACCUMULATED DEBRIS	
MACHINE IS IN WORKING ORDER		MECHANICS OF MACHINE UNDERSTOOD	
AREA IS WELL VENTILATED		AREA IS WELL LIT	

**MACHINE POWER SUPPLY**

MAIN SWITCH IS CLEARLY MARKED		POWER CABLE IS UNDAMAGED	
MACHINE SWITCH IS IN OFF POSITION		POWER CABLE GROUNDING IS INTACT	
EMERGENCY STOP SWITCH CLEARLY MARKED		OUTLET SWITCH IN OFF POSITION	
POWER CABLE AWAY FROM MACHINE PATH		EMERGENCY STOP SWITCH FUNCTIONAL	

**BLADES/BITS**

BLADES/BITS ARE SHARP		BLADES/BITS ARE THE RIGHT SIZE	
NO CRACKS IN BLADES/BITS		BLADES/BITS ARE TIGHTLY FASTENED	

**GENERAL CONDITION**

ALL GUARDS IN PLACE		MACHINE IS DRY	
ALL NUTS AND BOLTS ARE SECURE		HANDLE IS SECURE & UNDAMAGED	
MACHINE COMPONENTS CORRECTLY ALIGNED		MACHINE HAS OIL/GREASE	
MOVING PARTS MOVE FREELY		GEARS PROPERLY GUARDED	
SPROCKET WHEELS & CHAINS GUARDED		WORKERS AWAY FROM MACHINE	
WORKERS INFORMED OF OPERATION		NO LEAKS IN MACHINE	

**COMMENTS**

Blank lined area for comments.

INSPECTOR SIGNATURE

DATE

**Practice good housekeeping:  
A place for everything,  
and everything in its place**

**Good upkeep of the workplace is often overlooked.  
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