

INSPECTION CHECKLIST FOR

Safety with hand 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	<input type="checkbox"/>	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

NAME OF TOOL

HAND TOOL PRE USE CHECKS	<input type="checkbox"/>	<input type="checkbox"/>
PERSONAL PROTECTIVE EQUIPMENT		
CORRECT PPE IS AVAILABLE		
CORRECT PPE SELECTED BASED ON JOB		
TOOL SELECTION/INITIAL CHECKS		
CORRECT TOOL SELECTED BASED ON JOB		
TOOL IS APPROPRIATE SIZE FOR JOB		

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

Continued overleaf

HAND TOOL PRE USE CHECKS (CONT)	
HANDLE CONDITION	
HANDLE UNDAMAGED, NOT EXCESSIVELY WORN	HANDLE IS NOT SLIPPERY
HANDLE IS SECURELY ATTACHED	HANDLE GRIP FITS HAND COMFORTABLY
GENERAL CONDITION	
TOOL HEAD NOT DEFORMED (HAMMERS ETC.)	NO BENDS OR DENTS IN METAL
NO CHIPPING OR CRACKING IN METAL	NO EXCESSIVE RUSTING
CUTTING TOOLS (KNIVES, SAWS ETC.)	
BLADE HAS SHARP EDGE	BLADE IS NOT CHIPPED
BLADE IS NOT BENT	BLADE IS SECURELY ATTACHED
GRIPPING TOOLS (PLIERS ETC.)	
MOVING PARTS MOVE FREELY	JAWS GRIP TIGHTLY
JAWS CORRECTLY ALIGNED	JAWS NOT EXCESSIVELY WORN
STORAGE	
TOOLS HAVE DEFINED STORAGE SPACE	STORAGE SPACE IS CLEAN & ORGANIZED
DEFECTIVE TOOLS REMOVED FROM SERVICE	TOOLS ARE STORED CORRECTLY

NAME OF TOOL

HAND 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
TOOL SELECTION/INITIAL CHECKS	
CORRECT TOOL SELECTED BASED ON JOB	TOOL IS FREE OF GREASE
TOOL IS APPROPRIATE SIZE FOR JOB	TOOL IS FREE OF ACCUMULATED DEBRIS
HANDLE CONDITION	
HANDLE UNDAMAGED, NOT EXCESSIVELY WORN	HANDLE IS NOT SLIPPERY
HANDLE IS SECURELY ATTACHED	HANDLE GRIP FITS HAND COMFORTABLY
GENERAL CONDITION	
TOOL HEAD NOT DEFORMED (HAMMERS ETC.)	NO BENDS OR DENTS IN METAL
NO CHIPPING OR CRACKING IN METAL	NO EXCESSIVE RUSTING
CUTTING TOOLS (KNIVES, SAWS ETC.)	
BLADE HAS SHARP EDGE	BLADE IS NOT CHIPPED
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GRIPPING TOOLS (PLIERS ETC.)	
MOVING PARTS MOVE FREELY	JAWS GRIP TIGHTLY
JAWS CORRECTLY ALIGNED	JAWS NOT EXCESSIVELY WORN
STORAGE	
TOOLS HAVE DEFINED STORAGE SPACE	STORAGE SPACE IS CLEAN & ORGANIZED
DEFECTIVE TOOLS REMOVED FROM SERVICE	TOOLS ARE STORED CORRECTLY

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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