

INSPECTION CHECKLIST FOR

portable power 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

STORAGE FACILITY CHECKS	☒		☒
TOOLS HAVE DEDICATED FACILITY		FACILITY IS EASY FOR WORKERS TO ACCESS	
MANAGER IS ASSIGNED TO STORE ROOM		STORE ACCESS IS CONTROLLED	
FACILITY IS SECURE		KEY IS RESTRICTED TO MANAGERS	
FACILITY IS CLEAN & TIDY		FACILITY IS ORGANIZED	
TOOLS HAVE DEDICATED LOCATIONS		FACILITY OFFERS TOOL PROTECTION	
TOOLS HAVE VISIBLE SERIAL NUMBERS		TOOLS ARE INSPECTED AFTER USE	
FACILITY HAS SIGN OUT SHEET		FACILITY HAS INVENTORY LIST	
TOOLS ARE PROPERLY SIGNED OUT		DEFECTIVE TOOLS LOCKED OUT/REMOVED	
FACILITY HAS BATTERY STORAGE LOCATION		BATTERY CHARGE IS MAINTAINED	

Continued overleaf

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	

NAME OF TOOL

PORTABLE 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	
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	
TOOL POWER SUPPLY			
TOOL IS IN OFF POSITION		POWER CABLE IS UNDAMAGED	
NO FUEL LEAKS		BATTERY IS ADEQUATELY CHARGED	
BATTERY/OIL TANK IS UNDAMAGED		POWER CABLE GROUNDING IS INTACT	
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		TOOL IS DRY	
ALL NUTS AND BOLTS ARE SECURE		HANDLE IS SECURE & UNDAMAGED	

COMMENTS

INSPECTOR SIGNATURE

DATE

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

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

**Good upkeep of the workplace is often overlooked.
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