

Pre-Use Inspection Checklist for Hand and Power Tools

Before using hand tools inspect for the following:

- ▣ The outside of the tool is free of grease, oil and accumulated foreign matter
- ▣ The tool has no visible cracks in jaws or handle
- ▣ Blades or bits are not damaged, cracked, etc.
- ▣ Handles are not cracked, damaged or loose from heads of hammers, axes mauls and other similar tools
- ▣ Tips of screwdrivers, chisels or other similar tools show no excessive wear
- ▣ Gripping surfaces pliers, wrenches or other similar tools are not worn
- ▣ Tools such as chisels and punches do not have mushroomed heads
- ▣ Cutting tools such as chisels and axes are sharp
- ▣ Tool appears to be in generally good condition

Before using power tools inspect for the following:

- ▣ The outside of the tool is free of grease, oil and accumulated foreign matter
- ▣ Tool power-source shows no damage (cord, airline, battery, etc.)
- ▣ Tool is double insulated and tool housing is not damaged
- ▣ If so equipped, electrical cord third prong (ground) is intact
- ▣ All shields, guards or attachments required by OSHA or manufacturer are present

- ▣ Rotating or moving parts of tool are guarded to prevent physical contact
- ▣ Tool is not leaking fluid such as gasoline, oil etc.
- ▣ Blades or bits are not damaged, cracked, excessively worn, etc.
- ▣ Tool appears to be in generally good condition
- ▣ Proper PPE is available