



PRE-USE INSPECTION CHECKLIST

Hand & Portable Power Tools

Some portable power tools require a more thorough inspection. Be sure to check the manufacturer's manual for more advanced 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 on 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 portable 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 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