



Hand tool and Power tool safety

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Date _____
 Inspector _____
 Faculty/PI _____

Room No. _____
 Location _____
 Dept. _____

Items for evaluation	Yes	No	Comments	Action to be taken
General Safety Rules				
Is the work area kept clear of clutter?				
Is the work area well lighted?				
Are the tools maintained and kept sharpened, oiled and stored in a safe dry place?				
Do workers wear ear and eye protection when cutting, sawing, drilling or grinding?				
Have the workers been instructed by the supervisor on safe procedures before using the equipment?				
Are the tools, cords and accessories inspected regularly?				
Are three-prong electric plugs, double insulated tools and safety switches used?				
Is the problem equipment repaired or replaced immediately?				
Are machine guards in place and not removed?				
Is it ensured that no jewelry or loose clothing is worn when operating equipment?				
Are only qualified personnel allowed to install and repair equipment?				
Are the right tools used for the job?				

Items for evaluation	Yes	No	Comments	Action to be taken
Is it ensured that sharps and edged tools are carried pointed downward or placed in a tool belt or tool-box?				
Are sharps and edged blades protected with a shield or guard?				
Are sharps safeguarded and secure?				
Are tools stored in drawers or chests with the cutting edge down and/or guarded?				
When using power tools, are safety glasses, face shields, dust masks, hard hats, gloves, protective clothing and other PPE used?				
Are all hand-held power tools equipped with "dead-man" control so power will be automatically cut off upon release of the control by the operator?				
Are any activated or running tools left unattended?				
Have any controls been disabled or bypassed?				
Are all workers trained in the proper use of hand and power tools?				
Are tools of a non-sparking material used if fire or explosion hazards exist?				
Are all fuel-operated tools stopped and allowed to cool prior to being refueled, serviced, maintained or stored?				
Are tools fueled only in well ventilated areas?				
Do power-grinding machines have proper grounding and safe-guarding?				
Are work rests kept at a distance not exceeding 1/8 inch from the wheel surface?				
Do all persons using abrasive wheels wear approved eye-protective devices and other PPE?				
Is repetitive motion avoided and are tools held in neutral position?				

Items for evaluation	Yes	No	Comments	Action to be taken
Screwdrivers				
Are insulated screwdrivers used when working with electrical equipment?				
Is it ensured that objects are not held in the palm of one hand when pressing a screwdriver into them and instead objects placed on a bench or table?				
Is it ensured that screwdrivers are never used to hammer or pry?				
Are all tools inspected for broken handles and bent blades? Are tool inspections conducted daily/weekly/before each use?				
Pliers				
Is it ascertained that pliers are not used as a substitute for hammers or wrenches?				
Are insulated pliers used when doing electrical work?				
Is the insulation inspected frequently to make certain that it is free of breaks and cracks?				
Hammers				
Is the correct type of hammer used for the type of work to be done?				
While using a hammer, is the swing unobstructed and is there a lookout kept for overhead interference?				
Is the hammer checked for defects before using?				
Wrenches				
Is the wrench selected for the job of correct size?				
Is it ensured that pipes are not used as wrench handle extensions?				
Is it ensured that too much leverage is not used while operating the tool?				
Is it ensured that instead of pushing against the fixed jaw, the wrench is given a pull while standing in a balanced position?				
Chisels				
Are safety goggles or a face shield worn when using a chisel?				

Items for evaluation	Yes	No	Comments	Action to be taken
Is the wood chisel driven outward and away from the body?				
Is it ensured that chisels are not used to pry?				
Are edges kept sharp and protected when not in use?				
Knives, sharps and edged tools				
Is the cut always made away from the body?				
Are the hands and body clear of the knife stroke?				
Are the blades kept sharp?				
Are sharps, including needles/syringes handled safely and disposed properly?				
Are sharps safeguarded and secured when not in use?				
Is it ensured that single-use, disposable sharps are not re-used?				
Is it ensured that needles are not re-capped?				
Is it ensured that only approved sharps disposal containers are used?				
Are contents encapsulated and disposed properly?				
Portable Electric Equipment				
Is it ensured that equipment is never raised or lowered using the power cord?				
Is it ensured that staples, tape etc. are not used to fasten a cord?				
Are controls in place to prevent temporary cords from being improperly used instead of NEC approved permanent wiring?				
Is it ensured that the equipment's casing or the cord insulation is not damaged?				
Is the equipment inspected before use and checked for external and internal defects?				

Items for evaluation	Yes	No	Comments	Action to be taken
Is damaged equipment removed from service and a "Do not use" sign attached to it and given to the supervisor?				
Are guards used on all hand and power tools that are designed to accommodate such guards?				
Are temporary flexible cords(extension cords) put away after use or at the end of the work period?				
Is more than one fuse protected power strip used with one extension cord?				
Is power provided to laboratory equipment with extension cord(s)?				
Ladders				
Are ladders placed at an angle so that the horizontal distance between the foot of the ladder and the support where it has been placed is not more than one-quarter the length of the ladder from the top point of support to its base?				
Is it ensured that the doors the ladders are placed in front of blocked open or locked doors only?				
Are barriers and warning signs conspicuously placed to prevent people from walking into the ladder?				
Do ladders extend 3 feet above the top of the root contact area?				
Is appropriate fall protection used when working at heights ≥ 6 feet?(6 feet is the uniform threshold height where fall protection is required)				