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

Some portable power tools require a more thorough inspection. Check the manufacturer’s recommendation for more advanced power tools. For a more detailed list click here:

https://www.ehs.harvard.edu/sites/ehs.harvard.edu/files/hand_and_portable_power_tools_pre_use_inspection_checklist.pdf