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

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