



Hand and Power Tool Safety Checklist

Hand and Power Tool Safety	Yes	No	N/A	Comments
Each worker who operates an explosive- actuated tool is trained in its use and has a valid operator’s card.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Explosive-actuated tools are left unloaded until they are ready to be used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Explosive-actuated tools are inspected for obstructions or defects before use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Each explosive-actuated tool is stored in its own locked container when not being used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers who operate explosive-actuated tools use appropriate PPE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A sign at least 7 inches (17 .78 centimeters) by 10 inches (25 .40 centimeters) with bold face type reading “POWDER-” or “EXPLOSIVE- ACTUATED TOOL IN USE” is conspicuously posted when the tool is being used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate safety glasses, face shields, and other PPE are used while using hand tools or equipment that might produce flying materials or be subject to breakage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All tools and equipment (both company and worker-owned) used at the workplace are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers have been advised of hazards caused by faulty or improperly used hand tools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hand tools, such as chisels, punches, etc., which develop mushroomed heads during use are reconditioned or replaced as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Hand and Power Tool Safety	Yes	No	N/A	Comments
Tools cutting edges are kept sharp so that tools move smoothly without binding or skipping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tool handles are wedged tightly into the heads of all tools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Broken or fractured handles on hammers, axes, and similar equipment are replaced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tools are stored in a dry, secure location where tampering is not possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Worn or bent wrenches are replaced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate handles are used on files and similar tools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jacks are inspected to ensure they are in good operating condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jacks receive appropriate maintenance and are lubricated at regular intervals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jacks only lift loads within their rated capacity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Power tools are equipped with proper shields, guards, or attachments, as recommended by the manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grinders, saws and other equipment are provided with appropriate guards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Portable fans are provided with full guards or screens having openings 1/2 inch or less.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Portable circular saws are equipped with the proper guards above and below the base plate or shoe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Circular saw guards are checked to ensure that they are not wedged up, leaving the lower portion of the blade unguarded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cord-connected, electrically operated tools and equipment are effectively grounded or of the approved double insulated type.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rotating or moving parts of equipment are guarded to prevent physical contact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Hand and Power Tool Safety	Yes	No	N/A	Comments
Pneumatic and hydraulic hoses on powder- operated tools are checked regularly for deterioration or damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FROM [OSHA'S SMALL BUSINESS SAFETY AND HEALTH HANDBOOK](#)

For more Westfield risk control resources, visit [Risk Control | Westfield Insurance](#)

This information is intended as a guide to be used in conjunction with other loss control resources, measures, and procedures that you deem appropriate for your business. Use of this information is voluntary and entirely at your discretion. It is not legal advice and does not amend the terms, conditions, or coverage of your insurance policy. This information has been obtained from resources believed to be reliable, but Westfield cannot guarantee its effectiveness or accuracy and does not assume liability for the information, or any suggestions presented. As the owner of your business, you are best positioned to determine what steps you should take to help mitigate the risk of loss at your company. Please consult your legal counsel to help ensure that the steps you take comply with applicable local, state, and federal law.