Safety Inspection Checklist – Hand Tools

Yes	No	N/A	INSPECTION ITEM	COMMENTS
			Are the handles on all hand tools such as, but not limited to, hammers, awls, screwdrivers, files, and knives secured tightly to the tool?	
			Are the handles on all hand tools free from cracks, breaks, splinters, bends, sharp edges, and makeshift repairs (like taped cracks)?	
			Are the handles of all hand tools free of oil, grease, lubricant, and/or any other material that could cause the user's hand to slip / lose their grip on the tool?	
			Are the handles on all hand tools used in close proximity to electricity made of the proper material for the job being performed (such as rubber or other insulating material)?	
			Are the heads of all hand-held impact tools such as hammers firmly attached to their handle?	
			Are the tips of all hand-held impact tools such as chisels or center-punches relatively sharp, and their heads free from burrs and/or a "mushroomed" head?	
			Are the tips of hand tools such as screwdrivers free of chips, breaks, bends, and/or twists?	
			Are the jaws on hand tools such as crescent wrenches, pipe wrenches, regular wrenches, channel locks, and pliers free of excessive wear and, where applicable, securely attached?	
			Are all socket wrenches and attachments (such as sockets, extensions, swivels . . .) free of cracks, worn attachment points, and/or worn gripping surfaces?	
			Are the blades on all hand-held cutting tools such as knifes, box-cutters, and scissors relatively sharp and free of beaks, chips, and/or twists?	
			Do retractable blades / self-sheathing blades on hand-held cutting devices such as box-cutters operate smoothly and properly?	
			Is the hand tool user provided with and using all necessary personal protective equipment (e.g.: safety glasses, face shield, hearing protection, proper type and size of gloves . . .)?	
			OTHER OBSERVATIONS:	

Name of Company / Organization: _____

Area, Department, or Job Site Inspected: _____

Name of Inspector: _____

Date of Inspection: _____