

Company Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

#024

## HAND TOOLS AND EQUIPMENT

- ✓ Are all tools and equipment (both company and employee-owned) used by employees at their workplace in good condition?
- ✓ Are hand tools, such as chisels, punches, which develop mushroomed heads during use, reconditioned or replaced as necessary?
- ✓ Are broken or fractured handles on hammers, axes, and similar equipment replaced promptly?
- ✓ Are worn or bent wrenches replaced regularly?
- ✓ Are appropriate handles used on files and similar tools?
- ✓ Are employees made aware of the hazards caused by faulty or improperly used hand tools?
- ✓ Are appropriate safety glasses, face shields, and similar equipment used while using hand tools or equipment which might produce flying materials or be subject to breakage?
- ✓ Are jacks checked periodically to assure they are in good operating condition?
- ✓ Are tool handles wedged tightly in the head of all tools?
- ✓ Are tools cutting edges kept sharp so the tool will move smoothly without binding or skipping?
- ✓ Are tools stored in dry, secure locations where they won't be tampered with?
- ✓ Is eye and face protection used when driving hardened or tempered spuds or nails?

Meeting Conducted By:

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

Meeting Attended By:

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Notes & Suggestions

Document Filing Reference