

OSHA Self-Inspection Checklist Hand Tools and Equipment and Use of OSHA Personal Protective Equipment

Date Inspected _____ Date Completed _____

Checklist	Needs to be Addressed	Completed	Not Applicable
Are all tools and equipment (both company and employee owned) used by employees at their workplace in good condition ?			
Are chisels, punches, and other hand tools, 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 the appropriate handles used on files and similar tools?			
Have employees been trained about the hazards caused by faulty or improperly used hand tools ?			
Do employees wear PPE (safety glasses, face shields, and other OSHA personal protective equipment) while using hand tools or equipment that could produce projectiles or be subject to breaking?			
Are jacks checked regularly to ensure they are in good operating condition?			
Are tool handles wedged tightly in the head of all tools?			
Are cutting tools kept sharp so the tool will move smoothly with no binding or skipping?			
Are tools stored in dry, secure locations ?			
Do employees wear PPE like eye and face protection when driving hardened or tempered spuds or nails?			

This OSHA Self-Inspection Checklist for Hand Tools and Use of OSHA Personal Protective Equipment is NOT all-inclusive. You should add to them or skip parts that are not applicable to your company. Carefully consider each item, and refer to OSHA standards for complete and specific guidelines that may apply to your work environment. This list is typical for general industry, not construction or maritime. Please contact NATIONAL SAFETY COMPLIANCE for any training or safety supplies you may need.

