

Hand Tool Safety Checklist

This checklist is not all-inclusive. You should add to it or delete items that do not apply to your business; however, carefully consider each item and make your decision. (Note: This checklist is typical for general industry.)

Personal Protective Equipment Check

- ☐ Use proper gloves when applying any chemical
- ☐ Wear Safety Glasses when using hand tools
- ☐ For heavy tools - wear steel toed work boots
- ☐ Use hearing protection for noisy tools
- ☐ Use proper respirator for task that produce dust

Work Area Safety Check

- ☐ Keep tools off the floor/ground - prevent trips
- ☐ Rig extension cords above waist level
- ☐ Don't block traffic areas with tool boxes
- ☐ Use warning tape to boundary your work area
- ☐ Keep work area clear of excessive material & debris

Pre-Use Safety Check

- ☐ Ensure power tools are grounded or double insulated
- ☐ Check electric cords for damage
- ☐ Don't use a power tool if it has a cracked casing
- ☐ Ensure bits and blades are sharp
- ☐ Check all guards functioning properly
- ☐ Check hose connections for pneumatic tools

Operation Safety

- ☐ Ensure others are clear of your immediate area
- ☐ When passing tools, hand to others handle first
- ☐ Don't work above someone
- ☐ Use the right tool for the job
- ☐ Keep your work material free from waste & debris
- ☐ Clean up area when done
- ☐ Don't use tools in awkward positions
- ☐ Cover all sharp blades & tools bits
- ☐ Unplug before adjusting or changing accessories
- ☐ Never carry a tool by the cord
- ☐ Never yank the cord to disconnect it from power source
- ☐ Keep cords away from heat, oil, and sharp edges.
- ☐ Disconnect tools when not in use
- ☐ Keep observers a safe distance away
- ☐ Secure work with clamps or vise.
- ☐ Do not hold a finger on the switch while carrying
- ☐ Keep tools sharp and clean for the best performance.
- ☐ Follow instructions in the user's manual
- ☐ Keep a good footing and maintain good balance.
- ☐ Loose clothing, ties, or jewelry can catch in tools
- ☐ Immediately remove all damaged tools from use

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