



PORTABLE HAND TOOLS & EQUIPMENT

Hazard		Satisfactory	Needs Attention	Not Applicable	Target Date for Completion	Date Completed
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
1	Are all company/personal tools and equipment used by employees, at their workplace, in good condition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
2	Are hand tools such as chisels, punches, etc., which develop mushroom heads during use, reconditioned or replaced as necessary?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
3	Are broken or fractured handles on hammers, axes, and similar equipment replaced promptly?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
4	Are employees made aware of the hazards caused by faulty or improperly used hand tools?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
5	While using hand tools or equipment that might produce flying materials or be subject to breakage, are appropriate safety glasses, face shields, etc. being used?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
6	Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
7	Are worn or bent wrenches replaced regularly?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
8	Are appropriate handles used on files and similar tools?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
9	Are tools stored in dry, secure location where they won't be tampered with?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10	Are jacks checked periodically to assure they are in good operating condition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
11	Are tool handles wedged tightly in the head of all tools?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
13		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
14		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
15		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
16		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

Name

Date

Actions Taken to Correct Items Checked as "Needs Attention"

Hazard #	
Hazard #	
Hazard #	
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