SAFETY

Hand and power tool inspection checklist

The before-use check of hand tools and portable power tools against OSHA 1910.242 and 1910.243: guards, switches that shut off when released, cords and air hoses, abrasive wheels and cracked saws, with a result that tags a defective tool out of service.

How often: **Before use on each shift, and when a tool is issued or returned** Who: **Tool user or tool crib attendant** **About 5 min**

22 items

Site or area _____ Asset or line _____

Date and time _____ Completed by _____

Before you use it

- OSHA 29 CFR 1910.242(a) makes each employer responsible for the safe condition of tools and equipment used by employees, including tools and equipment furnished by employees. Compressed air is not used for cleaning unless it is reduced to less than 30 psi, and then only with effective chip guarding and personal protective equipment (1910.242(b)).
- Under 1910.243(a), portable circular saws with blades over 2 inches have guards above and below the base plate, and the lower guard returns automatically and instantly to cover the blade when the saw is withdrawn from the work. Hand-held drills, grinders and disc sanders over 2 inches, belt sanders, reciprocating saws and similar tools have a constant pressure switch, and a lock-on control only if one motion of the same finger turns the tool off. Belt sanders are guarded at each nip point, and all cracked saws are removed from service. Pneumatic tools that could eject the tool have a tool retainer, and air hose is designed for the pressure and service (1910.243(b)).
- Portable abrasive wheels are used only with safety guards, apart from the exceptions in 1910.243(c)(1)(i), and on portable grinders the guard's exposure angle does not exceed 180° (1910.243(c)(3)–(4)). Immediately before mounting, each wheel is closely inspected and sounded with a ring test, and the spindle speed is checked against the maximum operating speed marked on the wheel (1910.243(c)(5)(i)). Cord-and-plug tools are visually inspected before use on any shift and removed from service when damaged (1910.334(a)(2)).

Tool

NO.	ITEM	RESULT	NOTES
1	**Scan the tool tag**	☐ Visited	
2	**Tool ID or asset number**	_____	
3	**Tool type**	☐ Hand tool ☐ Electric power tool ☐ Battery power tool ☐ Pneumatic tool ☐ Abrasive wheel tool	

Condition

NO.	ITEM	RESULT	NOTES
4	**Housing, handle and body free of cracks and loose or missing parts**	☐ Pass ☐ Fail ☐ N/A	
5	**Hand tools: heads, jaws and cutting edges undamaged; handles tight and sound**	☐ Pass ☐ Fail ☐ N/A	
6	**No cracked saw blades**	☐ Pass ☐ Fail ☐ N/A	

Guards and controls

NO.	ITEM	RESULT	NOTES
7	**Guards present, in place and undamaged**	☐ Pass ☐ Fail ☐ N/A	
8	**Circular saw lower guard returns instantly to cover the blade**	☐ Pass ☐ Fail ☐ N/A	
9	**Belt sander nip points and the unused run of the belt guarded**	☐ Pass ☐ Fail ☐ N/A	
10	**Switch shuts the tool off when released; any lock-on turns off with one motion of the same finger**	☐ Pass ☐ Fail ☐ N/A	
11	**Switch placed so the tool cannot start by accident**	☐ Pass ☐ Fail ☐ N/A	

Power and air supply

NO.	ITEM	RESULT	NOTES
12	**Cord, plug and strain relief undamaged; grounding pin present where fitted**	☐ Pass ☐ Fail ☐ N/A	
13	**Battery and charger undamaged**	☐ Pass ☐ Fail ☐ N/A	
14	**Air hose and couplings rated for the pressure and undamaged**	☐ Pass ☐ Fail ☐ N/A	
15	**Tool retainer fitted on pneumatic tools that could eject the tool**	☐ Pass ☐ Fail ☐ N/A	
16	**Air pressure at the tool** Set the limits from the manufacturer's manual and your normal operating range.	_____ psi Limit _____	

Abrasive wheels

NO.	ITEM	RESULT	NOTES
17	**Wheel guard fitted, with the wheel exposed no more than 180°**	☐ Pass ☐ Fail ☐ N/A	
18	**Wheel inspected and ring-tested before mounting**	☐ Pass ☐ Fail ☐ N/A	
19	**Spindle speed** Not above the maximum operating speed marked on the wheel.	_____ rpm Limit _____	

Result

NO.	ITEM	RESULT	NOTES
20	**Result**	☐ Fit for use ☐ Tagged and removed from service	
21	**Photo of any defect**	☐ Photo taken	

NO.	ITEM	RESULT	NOTES
22	**Inspected by**	Name Signature Date	

Follow-up

For each failed check or reading out of limit: what was found, what was done, and the work order raised for it.

NO.	WHAT WAS FOUND	ACTION OR WORK ORDER	OWNER	DUE

References

- OSHA 29 CFR 1910.242, hand and portable powered tools and equipment
  https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.242
- OSHA 29 CFR 1910.243, guarding of portable powered tools
  https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.243
- OSHA 29 CFR 1910.334, use of equipment
  https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.334

Free to use and adapt. To run it on mobile, with checkpoint scans, readings checked against their limits as they are entered, and photos and signatures attached to the check, see vardian.io/templates/hand-and-power-tool-inspection-checklist.