

# Checklist for Tool Safety

## General considerations

What we look for	Comments	Yes	No	N/A
Are the handles on all hand tools such as, but not limited to, hammers, awls, screwdrivers, files, and knives secured tightly to the tool?				
Are the handles on all hand tools free from cracks, breaks, splinters, bends, sharp edges, and makeshift repairs (like taped cracks)?				
Are the handles of all hand tools free of oil, grease, lubricant, and/or any other material that could cause the user's hand to slip / lose their grip on the tool?				
Are the handles on all hand tools used in close proximity to electricity made of the proper material for the job being performed (such as rubber or other insulating material)?				
Are the heads of all hand-held impact tools such as hammers firmly attached to their handle?				
Are the tips of all hand-held impact tools such as chisels or center-punches relatively sharp, and their heads free from burrs and/or a "mushroomed" head?				
Are the tips of hand tools such as screwdrivers free of chips, breaks, bends, and/or twists?				
Are the jaws on hand tools such as crescent wrenches, pipe wrenches, regular wrenches, channel locks, and pliers free of excessive wear and, where applicable, securely attached?				
Are all socket wrenches and attachments (such as sockets, extensions, swivels . . .) free of cracks, worn attachment points, and/or worn gripping surfaces?				
Are the blades on all hand-held cutting tools such as knives, box-cutters, and scissors relatively sharp and free of beaks, chips, and/or twists?				
Do retractable blades / self-sheathing blades on hand-held cutting devices such as boxcutters operate smoothly and properly?				
Is the hand tool user provided with and using all necessary personal protective equipment (e.g.: safety glasses, face shield, hearing protection, proper type and size of gloves . . .)?				



## Things to look for in each individual tool (especially when buying a new one)

Hazard present?	Yes/No	Comments	Suggested action/ Solutions to consider	Action taken?
Is the tool heavy to hold, bulky, unwieldy?			Is there a lighter model available? Can a sling be used to support the weight?	
Is vibration a problem? Is it jerky?			Can the vibration be dampened? Are spring-loaded handles available/suitable?	
Is noise a problem?			Are you wearing suitable hearing protection? Check with the H&S or Occupational Health if you are concerned.	
Is significant force needed to operate it?			Can you wear softer gloves so you don't grip as tightly? Keep your hands warm.	



Hazard present?	Yes/ No	Comments	Suggested action/ Solutions to consider	Action taken?
Is your wrist in an awkward position (i.e. not straight)?			Can you work with your wrists straight? If not, make sure you let your hand/arm recover after using the tool.	
Is the handle comfortable to hold and long enough? Is it shaped? Is it a manageable sized handle? Is the material of the handle easy to grip?			Would it help to enlarge the handle? Are there any sharp edges that could be rounded? It is generally better not to have finger-shaped handles so would it be possible to replace the handle? Does the handle need to be smaller or larger? Can you improve it? Can you wear gloves that improve your grip e.g. rubber or Teflon coated.	
Is there a trigger to work this tool?			Can this be operated easily? By left/right hands?	



Hazard present?	Yes/No	Comments	Suggested action/ Solutions to consider	Action taken?
Are you left handed? Is this a problem to use this tool?			Is another tool available that is easier? Are left-handed versions available?	
Are both hands needed to hold this tool?			Can you do this easily?	
Are the tools properly maintained?			Are the manufacturer's guidelines followed?	
Is a manual hydraulic pump used?			Would it be practical to use an air operated pump instead?	

