



SAFETY CLIPS

SC-9

Hand Tools Inspections

Items to inspect: (✓ = okay x = correction needed)

- () Hand tools of employees and provided by company clean and in good condition
- () Are chisels and punches developing mushroom heads reconditioned or replaced?
- () Are broken or fractured handles promptly replaced?
- () Are handles wedged tightly in the head of all tools?
- () Do files have appropriate handles?
- () Are worn or bent wrenches replaced?
- () Have any of the tools been modified by employees?
- () Are appropriate safety glasses and face shields readily available and in good condition?
- () Are earplugs and gloves or other Personal Protective Equipment (PPE) used when needed?
- () Are jacks inspected periodically to ensure they are in good condition?
- () Are cutting tools kept sharp to eliminate having to use excessive force and prevent binding or skipping?
- () Are tools stored in dry secure location?

Unsafe activity to watch for:

- () Using the wrong tool for the job
- () Improper work clothing and/or shoes
- () Failure to use PPE when appropriate

Other safety issues noted:

Corrective Actions Taken:

Inspector: _____ Date: _____

The information contained herein is not intended to supersede any information provided by your insurance carrier nor is it intended to be legal advice.



A CONSTRUCTION ASSOCIATION SERVING
SONOMA, LAKE & MENDOCINO COUNTIES



Hand Tool Safety Training

- Use the right tool for the job
- Use personal protective gear when required
- Keep your hand tools clean and in good repair
- Don't carry sharp tools in your pocket, use a tool belt or carrier
- Maintain a sharp edge on all cutting tools
- When not in use, store hand tools in a dry, secured location
- Wear proper work clothing and shoes/boots
- Do not modify tools – destroys manufacturer liability

Post Training Questions:

- Why should a sharp edge be kept on cutting tools?
- Give two instances when Personal Protective Equipment must be used
- What is considered proper work clothing?
- Give an example of using the wrong hand tool for the job and what would be the proper tool?

Safety Recommendations by Employees:

Employees in Attendance:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Instructor name: _____ Date: _____

Note: This material represents additional resource information for periodic site inspections and employee safety training. It is not intended to meet all mandated compliance issues.

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