**Tools, Equipment and Machinery Inspection**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DESCRIPTION** | | | | | | | | | |
| **Date Started:** | | **/ /**  **Year Month Date** | | | **Date Completed:** | | | | **/ /**  **Year Month Date** |
| **Main Purpose for the Inspection:** | |  | | | | | | | |
| **Employee Name:** | |  | | | **Checked By:** | | | |  |
| **Function Area:** | |  | | | **Associated Areas:** | | | |  |
| **TOOLS, EQUIPMENT AND MACHINERY** | | | | | | | | | |
| **A – Acceptable, NI – Needs Improvement, U – Unacceptable, N/A - Not Applicable** | | | | | | | | | |
| **No.** | **Item Description** | | **A** | **NI** | | **U** | **N/A** | **Comments** | |
| 1 | Worker’s clothing fits closely to the body. Hair is short and there is no jewelry that can be snagged or caught | |  |  | |  |  |  | |
| 2 | Equipment used to move, raise or lower workers is certified and used appropriately | |  |  | |  |  |  | |
| 3 | Operational controls in place to prevent accidental activation of equipment | |  |  | |  |  |  | |
| 4 | Equipment and tools are fit for purpose (no snipes, cheater bars, etc.) | |  |  | |  |  |  | |
| 5 | Guards, safety devices and interlocks are installed and operable | |  |  | |  |  |  | |
| 6 | Appropriate tools are available and inspected before use | |  |  | |  |  |  | |
| 7 | Electric tools have explosion-proof plugs and ground fault interrupters (GFIs) as appropriate | |  |  | |  |  |  | |
| 8 | Tools are used correctly | |  |  | |  |  |  | |
| 9 | Damaged and deficient tools are tagged and returned to the tool crib | |  |  | |  |  |  | |
| 10 | *(add as appropriate)* | |  |  | |  |  |  | |
| 11 | *(add as appropriate)* | |  |  | |  |  |  | |