Site Safety Checklist: Functionality of Tools and Equipment

**Project Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **1. Hand Tools**  ☐ Inspect for any visible damage, such as cracks, rust, or bent parts. ☐ Ensure handles are secure and free from splinters or wear. ☐ Confirm all moving parts operate smoothly without obstruction. ☐ Tools must be returned to designated storage areas after use. ☐ Storage spaces should be dry and organized to prevent damage. ☐ Damaged tools should be tagged and removed from use immediately.  **2. Power Tools**  ☐ Inspect power cords for frays, cuts, or exposed wiring. ☐ Ensure grounding pins are intact and not removed. ☐ Verify all tools are double-insulated or properly grounded. ☐ Confirm all power tools start and stop properly. ☐ Check for unusual sounds or vibrations that may indicate internal issues. ☐ Ensure all safety guards and covers are securely in place. ☐ Monitor for overheating during use and allow tools to cool if necessary.  **3. Heavy Equipment**  ☐ Conduct daily inspections for leaks, wear, or loose components. ☐ Check fluid levels, including oil, hydraulic fluid, and coolant. ☐ Ensure all control mechanisms function properly. ☐ Inspect tires or tracks for proper pressure, tension, and tread condition. ☐ Verify that all lights, alarms, and signals are operational. ☐ Confirm all seat belts and safety restraints are operational. ☐ Test emergency shut-off switches before use. ☐ Ensure operators are trained and certified to use the equipment. ☐ Check for environmental hazards (e.g., uneven terrain, overhead obstructions) before operation. | **4. Ladders and Scaffolding**  ☐ Inspect ladders for cracks, missing rungs, or broken parts. ☐ Ensure scaffolding is properly braced and secured. ☐ Confirm weight limits are not exceeded during use. ☐ Ladders should be placed on stable, even surfaces. ☐ Scaffolding must have proper guardrails and toe boards. ☐ Workers must use fall protection when required.  **5. Personal Protective Equipment (PPE) for Tool Use**  ☐ Ensure workers using tools wear appropriate PPE such as gloves, goggles, ear protection, and hard hats. ☐ Check PPE for wear and damage before each use. ☐ Make sure PPE is properly fitted and adjusted for comfort and safety. ☐ Provide task-specific PPE as needed (e.g., heat-resistant gloves for welding, respirators for dust-heavy environments). ☐ Verify that workers are trained on the correct use and limitations of their PPE.  **6. Inspection and Maintenance Logs**  ☐ Daily inspections must be recorded for high-risk tools and equipment. ☐ Weekly detailed inspections should be conducted for all operational tools. ☐ Monthly maintenance checks must include lubrication, calibration, and servicing as needed. ☐ Defective tools must be immediately reported to supervisors. ☐ Repairs should only be performed by qualified personnel. ☐ Maintain a log of repairs and inspections for regulatory compliance. |

**Inspector's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Site Supervisor's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**