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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**