

Site Safety Checklist: Functionality of Tools and Equipment

Project Name: _____ Date: _____ Time: _____

<p>1. Hand Tools</p> <ul style="list-style-type: none"><input type="checkbox"/> Inspect for any visible damage, such as cracks, rust, or bent parts.<input type="checkbox"/> Ensure handles are secure and free from splinters or wear.<input type="checkbox"/> Confirm all moving parts operate smoothly without obstruction.<input type="checkbox"/> Tools must be returned to designated storage areas after use.<input type="checkbox"/> Storage spaces should be dry and organized to prevent damage.<input type="checkbox"/> Damaged tools should be tagged and removed from use immediately. <p>2. Power Tools</p> <ul style="list-style-type: none"><input type="checkbox"/> Inspect power cords for frays, cuts, or exposed wiring.<input type="checkbox"/> Ensure grounding pins are intact and not removed.<input type="checkbox"/> Verify all tools are double-insulated or properly grounded.<input type="checkbox"/> Confirm all power tools start and stop properly.<input type="checkbox"/> Check for unusual sounds or vibrations that may indicate internal issues.<input type="checkbox"/> Ensure all safety guards and covers are securely in place.<input type="checkbox"/> Monitor for overheating during use and allow tools to cool if necessary. <p>3. Heavy Equipment</p> <ul style="list-style-type: none"><input type="checkbox"/> Conduct daily inspections for leaks, wear, or loose components.<input type="checkbox"/> Check fluid levels, including oil, hydraulic fluid, and coolant.<input type="checkbox"/> Ensure all control mechanisms function properly.<input type="checkbox"/> Inspect tires or tracks for proper pressure, tension, and tread condition.<input type="checkbox"/> Verify that all lights, alarms, and signals are operational.<input type="checkbox"/> Confirm all seat belts and safety restraints are operational.<input type="checkbox"/> Test emergency shut-off switches before use.<input type="checkbox"/> Ensure operators are trained and certified to use the equipment.<input type="checkbox"/> Check for environmental hazards (e.g., uneven terrain, overhead obstructions) before operation.	<p>4. Ladders and Scaffolding</p> <ul style="list-style-type: none"><input type="checkbox"/> Inspect ladders for cracks, missing rungs, or broken parts.<input type="checkbox"/> Ensure scaffolding is properly braced and secured.<input type="checkbox"/> Confirm weight limits are not exceeded during use.<input type="checkbox"/> Ladders should be placed on stable, even surfaces.<input type="checkbox"/> Scaffolding must have proper guardrails and toe boards.<input type="checkbox"/> Workers must use fall protection when required. <p>5. Personal Protective Equipment (PPE) for Tool Use</p> <ul style="list-style-type: none"><input type="checkbox"/> Ensure workers using tools wear appropriate PPE such as gloves, goggles, ear protection, and hard hats.<input type="checkbox"/> Check PPE for wear and damage before each use.<input type="checkbox"/> Make sure PPE is properly fitted and adjusted for comfort and safety.<input type="checkbox"/> Provide task-specific PPE as needed (e.g., heat-resistant gloves for welding, respirators for dust-heavy environments).<input type="checkbox"/> Verify that workers are trained on the correct use and limitations of their PPE. <p>6. Inspection and Maintenance Logs</p> <ul style="list-style-type: none"><input type="checkbox"/> Daily inspections must be recorded for high-risk tools and equipment.<input type="checkbox"/> Weekly detailed inspections should be conducted for all operational tools.<input type="checkbox"/> Monthly maintenance checks must include lubrication, calibration, and servicing as needed.<input type="checkbox"/> Defective tools must be immediately reported to supervisors.<input type="checkbox"/> Repairs should only be performed by qualified personnel.<input type="checkbox"/> Maintain a log of repairs and inspections for regulatory compliance.
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Inspector's Signature: _____

Site Supervisor's Signature: _____