



INSTALLERS AND DISMANTLERS
OF MATERIAL HANDLING SYSTEMS

TOOLS & EQUIPMENT INSPECTION CHECKLIST

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INSTALLERS

Hand tools and equipment

- ☐ Are all company- and employee-owned tools and equipment in good working condition?
- ☐ Are hand tools such as chisels or punches that develop mushroomed heads reconditioned or replaced as necessary?
- ☐ Are broken or fractured handles on hammers, axes, or similar equipment replaced promptly?
- ☐ Are appropriate handles used on files and similar tools?
- ☐ Do employees use appropriate safety glasses, face shields, and similar equipment when using hand tools or equipment that might produce flying materials or be subject to breakage?
- ☐ Are jacks checked periodically to ensure they are in good operating condition?
- ☐ Are tool handles wedged tightly in the heads of all tools?
- ☐ Are tool-cutting edges kept sharp tools will smoothly without binding or skipping?
- ☐ Do employees use eye and face protection when they drive hardened or tempered tools, bits, or nails?
- ☐ Are all tools and equipment (both company and employee owned) used by employees at their workplace in good condition?
- ☐ Are hand tools such as chisels and punches, which develop mushroomed heads during use, reconditioned or replaced as necessary?
- ☐ Are broken or fractured handles on hammers, axes and similar equipment replaced promptly?
- ☐ Are worn or bent wrenches replaced regularly?
- ☐ Are appropriate handles used on files and similar tools?
- ☐ Are employees made aware of the hazards caused by faulty or improperly used hand tools?
- ☐ Are appropriate safety glasses, face shields, etc. used while using hand tools or equipment which might produce flying materials or be subject to breakage?
- ☐ Are jacks checked periodically to ensure they are in good operating condition?

- ☐ Are tool handles wedged tightly in the head of all tools?
- ☐ Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?
- ☐ Are tools stored in dry, secure location where they won't be tampered with?
- ☐ Is eye and face protection used when driving hardened or tempered spuds or nails?

MATERIAL HANDLING

- ☐ Is there safe clearance for equipment through aisles and doorways?
- ☐ Are aiseways designated, permanently marked, and kept clear to allow unhindered passage?
- ☐ Are motorized vehicles and mechanized equipment inspected daily or prior to use?
- ☐ Are vehicles shut off and brakes set prior to loading or unloading?
- ☐ Are containers of combustibles or flammables, when stacked while being moved, always separated by dunnage sufficient to provide stability?
- ☐ Are dock boards (bridge plates) used when loading or unloading operations are taking place between vehicles and docks?
- ☐ Are trucks and trailers secured from movement during loading and unloading operations?
- ☐ Are dock plates and loading ramps constructed and maintained with sufficient strength to support imposed loading?
- ☐ Are hand trucks maintained in safe operating condition?
- ☐ Are chutes equipped with sideboards of sufficient height to prevent the materials being handled from falling off?
- ☐ Are chutes and gravity roller sections firmly placed or secured to prevent displacement?
- ☐ At the delivery end of the rollers or chutes, are provisions made to brake the movement of the handled materials?

- ☐ Are pallets usually inspected before being loaded or moved?
- ☐ Are hooks with safety latches or other arrangements used when hoisting materials so that slings or load attachments won't accidentally slip off the hoist hooks?
- ☐ Are securing chains, ropes, chockers or slings adequate for the job to be performed?
- ☐ When hoisting material or equipment, are provisions made to assure no one will be passing under the suspended loads?
- ☐ Are material safety data sheets available to employees handling hazardous substances?

