| **Key: √=satisfactory, X=unsatisfactory, NA=Not Applicable** |
| --- |
| **Pre-Use Inspection Items** |  | **Comments** |
| **General Equipment Inspection Items** |
| Condition of the tool |  |  |
| Condition of the housing of the tool (ie: is there damage, cracks, etc) |  |  |
| Condition of bits (ie: dull, bent, correct for use, etc) |  |  |
| Condition of blade (ie: dull, bent, correct for use, etc) |  |  |
| Guard installation (ie: guard is in use & operable) |  |  |
| If fluids are required are they topped up and not leaking (ie: gas, oil, etc) |  |  |
| **Electrical Inspection Items** |
| Grounding: Ensure 3 wire cord (properly grounded) or that the cord is double insulated. |  |  |
| Ensure electrical cord jackets are free of cracking, fraying, and other signs of wear or faults in the cord insulation. |  |  |
| Ensure plug is operable (ie: not bent, cracks, missing, loose or faulty prongs) |  |  |
| Check for damaged switches and ones with faulty trigger locks. |  |  |
| Power control must be easily accessible from the operator’s work positioning. |  |  |
| If the tool has auxiliary or double handles, check to see that they installed securely. |  |  |
| **Machine Guarding** ( delete all tools that are not included in your inspection) |
| **Table saw –** Ensure blade guards, splitter and anti-kickback fingers are installed. Drive belts & pulleys are enclosed. Push sticks & feather boards provided. |  |  |
| **Radial arm saw** – Ensure blade guard, and anti kickback fingers are in place. Saw must return to start position when released. Saw must have a stop to prevent blade from extending beyond front of table. |  |  |
| **Hand circular saw –** Blade guard in place. |  |  |
| **Band saw –** Ensure blade is guarded. Only the blade at point of operation should be exposed. Drive pulleys & belts covered |  |  |
| **Drill press –** Drive belts & pulleys enclosed. Chuck guard securely attached. |  |  |
| **Jointers –** Self adjusting guard over cutter head. Push blocks provided. |  |  |
| **Planers/Moulders -** Barriers prevent contact with point of operation |  |  |
| **Lathes –** Drive belts & pulleys enclosed. Guard chuck and use spring-loaded keys. Guards provided to protect operators from chips and cutting oils. Lead screw guarded to prevent entanglement of hair or clothing |  |  |
| **Sanders –** Unused portion of belts & discs enclosed. Nip points at roller/belt interface enclosed. Sanding belts replaced when they become worn |  |  |
| **Power shears –** Point of operation guarded. Foot treadle enclosed. |  |  |
| **CNC machines –** Machine fully enclosed with interlocking doors. Polycarbonate panels are in good condition. |  |  |
| **Pneumatic nailers/staplers –** Ensure hose connections have a positive locking device or rated safety chains or cable to restrain the hose from uncontrolled movement if the section becomes disconnected. Ensure the compressed air supply for the tool does not exceed the tool’s pressure rating. |  |  |
| **Fans** – When within seven feet of the floor, fan blades must be enclosed with no openings greater than 1/2-inch. |  |  |
| **Hand held grinder** – abrasive wheel designed for the grinding application, rated for the grinder speed (RPM), and properly mounted. Guard securely attached and properly adjusted. |  |  |
| **Compressed air for cleaning** – Limited to 30 psi. Safety cleaning nozzles used. |  |  |
| **Bench grinders -** Only the point of operation of the grinding wheel is exposed (25%) the remainder is enclosed. Tool rest positioned no more than 3mm from the face of the wheel or below the horizontal centre line from the wheel. Ensure tool rests are securely attached to the grinder. Distance between the grinding wheel and the adjustable tongue must never exceed 6mm. Adjustable eye guards in place and in good condition. Visually inspect and ring test new abrasive wheels before use. Speed rating of wheel matches grinder. Bench or pedestal grinder permanently mounted. Metal filings contained and cleaned up before/after each use.Conversion –(3mm = approx. 1/8 inch) |  |  |
| **Mechanical power transmission equipment** – All belts and pulleys enclosed**.** |  |  |
| **Chain saws –** Functional chain brake, safety chain or chain catcher.Equipped with a mechanism that minimizes the risk of injury from kickback.  |  |  |
| **Power Take Offs (PTO) –** Ensure master guards and drive shaft guards in place |  |  |
| **Lawn mowers –** All drive belts and pulleys enclosed. Blade is fully enclosed. Roll over protection system on riding mowers. Mower must be used with either a catcher system or guard covering discharge opening in place. Deadman control that interrupts power to drive when released |  |  |

Inspected by: Reviewed by:

Name / Position Date Name / Position – Supervisor Date