

Bureau of Labor Standards / OSHA – References:	29 CFR 1910.241, 242, 243, 244 Manufacturer Recommendations
Hand and Portable Powered Tools	Examples: Hammers, chisels, saws, grinders, drills, etc.
Locations:	<ul style="list-style-type: none"> • Machine Shop • Automotive Shops • Carpentry Shop • HVAC Shop • Art Rooms • Equipment Rooms
Inspector:	<p>The person inspecting Hand and Portable Powered Tools. The CTE shall appoint one or more personal to inspect all Hand and Portable Hand Tools should know:</p> <ul style="list-style-type: none"> • Common hazards of each tool • Location of each facility • Types of tools <ul style="list-style-type: none"> ○ Hand ○ Electrical ○ Power actuated (gas or cartridge) ○ Pneumatic • Proper procedures for inspecting. <ul style="list-style-type: none"> ○ Manufacturers Guidelines • Types of guards provided • OSHA/BLS Required guards
Frequency of Inspections:	<p>The user shall inspect all power tools prior to use.</p> <p>The designated inspector shall inspect each tool on a set schedule to be determined by the CTE, but not less that monthly.</p> <p>Example:</p> <ul style="list-style-type: none"> • Non-powered hand tools – Monthly • Electrical, pneumatic, power actuated tools at least monthly. • Guards – daily (instructors responsibility)
Inspection:	<u>See Attached Form</u>

CTE Name: _____

Facility Address: _____

Inspector _____ Date/Time: _____

	Yes	No	N/A
1. All tools and equipment maintained in good condition?			
2. Hand tools such as chisels, punches, etc, which develop mushroomed heads during use, reconditioned or replaced as necessary?			
3. Broken or fractured handles on hammers, axes and similar equipment replaced properly?			
4. Worn or bent wrenches replaced			
5. Appropriate handles used on files and similar tools?			
6. Employees and students made aware of hazards caused by faulty or improperly used hand tools?			
7. Tool handles wedged tightly in the head of all tools?			
8. Tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?			
9. Tools stored in dry, secure location?			
Portable Power Tools			
1. Grinders, saws and similar equipment provided with appropriate safety guards?			
2. Power tools used with the correct shield, guard, or attachment, recommended by the manufacturer?			
3. Portable circular saws equipped with guards above and below the base shoe?			
4. Circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade			

<p>unguarded?</p> <ol style="list-style-type: none"> 5. Rotating or moving parts of equipment guarded to prevent physical contact? 6. All cord-connected, electrically-operated tools and equipment effectively grounded or of the approved double insulated type? 7. Effective guards in place over belts, pulleys, chains, and sprockets? 8. Portable fans provided with full guards or screens having opening 1/2 inch or less? 9. Hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task? 10. Ground-fault circuit interrupters provided on all temporary electrical 15 and 20 amp circuits, used during periods of construction? 11. Pneumatic and hydraulic hoses on power operated tools checked regularly for deterioration or damage? 			
<p>Abrasive Wheel Equipment-Grinders</p> <ol style="list-style-type: none"> 1. Maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor? 2. Each hand grinder has a momentary on/off switch. 3. Each electrically operated grinder effectively grounded? 4. Before new abrasive wheels are mounted, are they visually inspected and ring tested? 5. Dust collectors and powered exhausts provided for areas where are in operation to remove dust? 6. Are areas kept clean where grinders are used? 			

<p>Powder-Actuated Tools</p> <ol style="list-style-type: none">1. Employees who operate powder-actuated tools trained in their use and carry a valid operator's card?2. Each powder-actuated tool stored in its own locked container when not being used?3. Sign at least 7 inches by 10 inches with bold face type reading "POWDER-ACTUATED TOOL IN USE" conspicuously posted when the tools are being used?4. Powder-actuated tools left unloaded until they are actually ready to be used?5. Powder-actuated tools inspected for obstructions or defects each day before use?			
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