**Equipment and Tools Template Guide**

The template criteria provided below is a sample list of audit or inspection criteria that is potentially related to the operations at your organization. You may review the samples below and use them as jumping off points for creating custom audit or inspection templates in the SafetySkills Empower system. They may be used in their entirety without change or edited and expanded to suit the specific needs of your organization. Use of these criteria is entirely optional and to be used at your discretion.

**Hand Tools**

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| Are the tools clean and free of grease/oil? |
| Are the handles free of cracks or damage? |
| Are the shafts free of cracks or damage? |
| Are the blades of screw drivers free of damage? |
| Are the heads of chisels/punches smooth and sharp? |
| Is correctly fitting PPE readily available (gloves, eyewear)? |
| Are tools available/in use appropriate for the job being performed? |
| Are the teeth on gripping tools present and free of cracks? |
| Are the tools balanced and in a workable weight range? |

**Power Tools**

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| Are the tools correct for the job being performed? |
| Are the tools balanced and in a workable weight range? |
| Are the tools free of leaks? |
| Are the tools free of cracks or damage? |
| Are the rotating parts properly guarded? |
| Are rotating parts free of wobble? |
| Is correctly fitting PPE readily available (gloves, eyewear, safety boots)? |
| Are electrical cords free of cracks or exposed wires? |
| Are ground prongs present on electrical cords? |
| Are ground prongs present on extension cords |
| Are batteries free of damage? |
| Are the connections on pneumatic tools free of leaks? |
| Have pneumatic tools been properly oiled before use? |

**General**

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| Are all company- and employee-owned tools and equipment in good working condition? |
| Are any hand or power tools showing damage, removed from service and repaired, reconditioned or replaced? |
| 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? |