

## Self-inspection checklist

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### 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?