

TOOL AND EQUIPMENT INSPECTIONS

OVER ►

All tools and equipment must be properly maintained so that workers are not endangered. Defective tools and equipment can cause serious and painful injuries. This requires workers to examine their tools and equipment regularly.

Tool and Equipment Inspection Tips

- >> Identify the tools and equipment in your workplace that require regular maintenance.
- >> Develop a schedule for tools and equipment inspections.
- >> Perform inspections as determined by the employer's schedule.
- >> Do not use defective tools and equipment.

Remember: Most manufacturers provide maintenance schedules and instructions for inspecting their equipment. The manufacturer's instructions must always be followed.



NLCSA
NEWFOUNDLAND & LABRADOR
CONSTRUCTION SAFETY ASSOCIATION



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TOOL AND EQUIPMENT INSPECTIONS

Identify Tools and Equipment that Require Regular Maintenance

- Make a list of tools and equipment required to complete jobs.
- Tools may include, but are not limited to, hand tools, power tools, ladders, powder actuated tools, and ladders.
- Equipment may include, but are not limited to, grinders, welding machines, drill presses, lathes, pumps, compressors, scaffolding, forklifts, and aerial work platforms.

Develop a Schedule for Tool and Equipment Inspections

- Look at applicable CSA Standard, manufacturer's instructions and/or by provincial or federal legislation, at minimum, to identify when tools and equipment need to be inspected.
- Ensure there are written procedures which includes a list of tools and equipment and their inspection schedules.
- Tools and equipment are required to be inspected pre-use to ensure they are in good working order at the time of use.

Perform Inspections as Determined by the Employers Schedule

- Visually inspect each tool or piece of equipment for damage or defects following the manufacturer's instructions and record observations. Document these inspections as required.
- For hand tools, look for mushroomed heads, split or cracked handles, chipped or broken drill bits, wrenches with worn out jaws, and tools with missing pieces.
- For power tools and equipment look for broken, inoperative or missing guards, insufficient or improper grounding due to damage on double insulated tools, no ground wire (on plug) of cords of standard tools, a broken on/off switch, cracked blades, wrong grinder wheels being used, or modified equipment.

Do Not Use Defective Tools and Equipment

- Follow company's defective tools/equipment procedure (if applicable). This may include attaching an identification tag to the item stating why it has been taken out of service.
- Identify what corrective action (if any) will be taken (i.e. repair or replace).
- Assign responsibility for each corrective action and identify when corrective action has been taken.
- If a tool or piece of equipment is defective in any way, DO NOT USE IT!