



Niagara Frontier Transportation Authority

Safety Bulletin

Topic: Hand and Power Tool Inspection

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Issued By: HSEQ

Subject Overview: Hand and power tools are such a common part of our work, but we can easily become complacent with the hazards they pose. Steps are needed to identify and prevent tool-related hazards before a severe incident occurs. Proper and regular inspections of tools can greatly reduce exposures.

Hand Tool Inspection:

- Outside of the tool is free of grease, oil and accumulated foreign matter.
- Tool has no visible cracks in jaws or handle.
- Blades or bits are not damaged, cracked, etc.
- Handles are not cracked, damaged or loose. Handles cannot be wrapped as it can conceal defects.
- Tips of screwdrivers, chisels, or other similar tools show no excessive wear.
- Gripping surfaces of pliers, wrenches and other similar tools are not worn.
- Chisels and punches do not have mushroomed heads.
- Cutting tools such as chisels and axes are sharp.
- Tool appears to be in generally good condition.

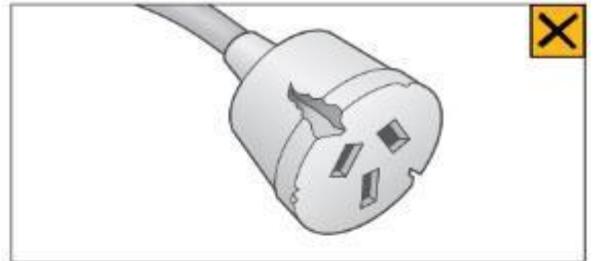
Portable Power Tool Inspection:

- Outside of the tool is free of grease, oil and accumulated foreign matter.
- Tool power-source shows no damage (cord, air line, battery, etc.)
- Tool is double insulated and tool housing is not damaged.
- If so equipped, electrical cord third prong (ground) is intact.
- All shields, guards, or attachments required by OSHA or manufacturer are present.
- Rotating or moving parts of tool are guarded to prevent physical contact.
- Tool is not leaking fluid such as gasoline, oil, etc.
- Blades or bits are not damaged, cracked, excessively worn, etc.
- Tool appears to be in generally good condition.

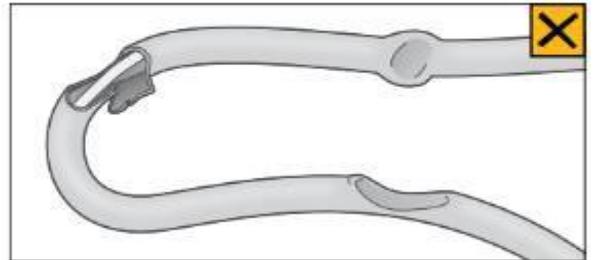
Grinders:

- Ensure the outer case is free of cracks and breaks.
- Ensure all screws and fastenings on the outer case are in place and tight.
- Inspect the power cord and plug for damage.
- Inspect the wheel guard to ensure it is secure and adjusted to the proper position.
- Inspect the label.
- Inspect the abrasive wheel for cracks, chips, damage or deterioration – perform a ring test.

Examples of damaged or faulty electrical components (remove from service):



Extension socket is cracked and split



Broken and deformed insulation



Plug top shows signs of heat damage

WHAT TO DO IF YOU FIND A TOOL TO BE DEFECTIVE:

- ❖ If a tool is defective, remove it from service, and tag it clearly "OUT OF SERVICE FOR REPAIR".
- ❖ Replace damaged equipment immediately – do not use defective tools!
- ❖ Defective tools must be repaired by a qualified person – do not attempt field repairs.