Safety Checklist

1. **Personal Preparation**

☐ Wearing required PPE (safety glasses, gloves, steel-toe boots, hearing protection)

☐ No loose clothing, jewelry, or dangling items

☐ Hair tied back and secured

☐ Hands clean and dry for proper grip

1. **Tool Inspection**

☐ Tool surfaces are free of cracks, chips, or damage

☐ Handles are secure and not loose

☐ Electrical cords have no frays, cuts, or exposed wires

☐ Pneumatic hoses show no leaks or bulges

☐ Battery-powered tools have properly charged and undamaged batteries

☐ Sockets and bits are not worn or rounded

☐ Moving parts operate smoothly

1. **Proper Tool Use**

☐ Using the right tool for the job

☐ Using sockets rated for impact tools (if applicable)

☐ Avoiding makeshift tools (no pliers for bolts, no screwdrivers for prying, etc.)

☐ Following manufacturer torque specs when required

☐ Maintaining correct posture and grip

☐ Keeping fingers clear of pinch points

1. **Power Tool Safety**

☐ Tool switched off before plugging in or connecting air

☐ Trigger lock or safety mechanism works correctly

☐ Workspace is clear before starting the tool

☐ Never carrying a tool by its cord or hose

☐ Disconnecting power before changing attachments or blades

1. **Safe Work Area**

☐ Tools are kept away from edges where they can fall

☐ Oil or fluid spills cleaned immediately

☐ Adequate lighting for the task

☐ Walkways free of hoses, cords, or tools

☐ No tools left in engine bays or on top of batteries

1. **Tool Storage & Cleanup**

☐ Tools cleaned after use

☐ Tools returned to designated storage locations

☐ Damaged tools tagged and reported to mentor/supervisor

☐ Batteries placed on appropriate chargers

☐ Air hoses and cords neatly coiled

☐ Tool boxes locked when unattended

1. **Communication & Mentorship**

☐ Asked questions when unsure about tool use

☐ Followed mentor’s guidance

☐ Reported any unsafe conditions immediately

☐ Logged tool issues or breakages properly

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