

TOOL TYPE	CHECKLIST	LAST REVIEWED	8/09/2016
GEOGRAPHY	ALL	SOURCE:	<u>CHOOSEHANDSAFETY.ORG</u>

HAND TOOL SELECTION CHECKLIST

BENEFITS

The use of hand tools, such as wrenches and hammers, is very common in many workplaces and industries. Such tools might not appear to pose many safety hazards. But if workers select the wrong hand tool or use it incorrectly, they're at risk of getting injured, such as developing musculoskeletal injuries (MSIs).

HOW TO USE THE TOOL

Use this checklist to compare similar hand tools and select the most appropriate one for the job and the worker who'll be using it. Workers should use the tool that gets the most "yes" answers. Adapt the checklist for your OHS program, the hand tools commonly used in your operations and the requirements for hand tools in your jurisdiction's OHS regulations.

OTHER RESOURCES:

ChooseHandSafety.org

[Hand Tool Safety Handout](#)

[Hand and Power Tool Safety Checklist](#)

THIS TOOL AND HUNDREDS MORE AVAILABLE IN THE OHS TOOLBOX AT www.ohsinsider.com. Templates and tools from **OHS Insider** are provided for members of our service. Members may use this document as is or as a starting point to customize their own documents. **OHS Insider** assumes no responsibility for the effectiveness or legality of any of its online templates or tools. **Always consult your legal counsel and management before implementing any new policies or procedures.**

HAND TOOL SELECTION CHECKLIST

Check the box under the corresponding tool if the answer to the question is “yes”	Single-Handle Tools		Double-Handle Tools	
	Tool #1	Tool #2	Tool #1	Tool #2
For single-handle tools used for power tasks: Does the tool feel comfortable and have a handle diameter between 1 1/4 inches and 2 inches?				
For single-handle tools used for precision tasks: Is the handle diameter between 1/4 inch and 1/ 2 inch?				
For double-handle tools used for power tasks: Is the grip span at least 2 inches when closed and no more than 3 1/2 inches when open?				
For double-handle tools used for precision tasks: Is the grip span no less than 1 inch when closed and no more than 3 inches when open?				
For double-handle tools: Is the handle spring-loaded?				
	Tool #1		Tool #2	
Is the tool handle without sharp edges or finger grooves?				
Is the tool handle covered with soft material?				
Can the tool be used while keeping your wrist straight?				
Can the tool be used with your dominant hand or with either hand?				
For high-force tasks: Is the handle longer than the widest part of your hand (usually 4 inches to 6 inches)?				
Does the tool handle have a non-slip surface?				

SELECT THE TOOL THAT HAS THE MOST “YES” ANSWERS/CHECK MARKS

THIS TOOL AND HUNDREDS MORE AVAILABLE IN THE OHS TOOLBOX AT www.ohsinsider.com. Templates and tools from **OHS Insider** are provided for members of our service. Members may use this document as is or as a starting point to customize their own documents. **OHS Insider** assumes no responsibility for the effectiveness or legality of any of its online templates or tools. **Always consult your legal counsel and management before implementing any new policies or procedures.**