

HAND & POWER TOOL TRAINING CHECKLIST

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Production:	Date:
Department(s):	Location:
Department Head (or designee):	Department Head (or designee) Signature:

TOOL INFORMATION: List all hand and power tools reviewed (e.g., table saw, drill press, lathe, nail gun, grinder, etc.)

Tool / Equipment	Make / Model

TRAINING COMPONENTS: The Department Head (or designee) must confirm each operator is trained on every tool and machine they operate. Check “Yes” for every topic covered below.

Yes	Training Topics	Note / Action Required
	Tool operation manual access and review	
	Safe equipment use demonstration	
	Proper guard placement and adjustment procedure	
	Appropriate PPE for specific tool	
	Dangers associated with specific tool	
	Inspection, maintenance, cleaning, storage procedures	
	Other:	

OPERATOR EVALUATION: each operator must successfully demonstrate the following skills for each tool they will operate.

Yes	Operator Evaluation topics	Note / Action Required
	Identify how to access owner’s manual of tool	
	Successful use of appropriate PPE for each tool	
	Successful demonstration of guard placement and adjustment	
	Successful demonstration of safe equipment use	
	Successful demonstration of emergency shut off	

