WHS DOCUMENTS & TEMPLATES

DOC-HTL-FV · Hand Tools Field Verification Checklist

Product Overview

For: Businesses whose workers use hand tools such as knives, hammers, chisels, spanners, screwdrivers and pliers: owners, supervisors and WHS advisers

Version 1.0 · 9 November 2026

SAMPLE

An editable supervisor's checklist that checks, on site, that the controls for hand tools are in place and working.

Hand tools cause cuts, puncture wounds, eye injuries and struck-by injuries, and repetitive or forceful hand tool work causes sprains, strains and other musculoskeletal disorders. The controls are simple: the right tool, in good condition, used and stored properly, and the manual task designed so it does not harm the worker.

The supervisor looks at each control working, not at its paperwork, and marks each check Pass, Not met or N/A, with the evidence seen. ★ marks the critical controls, and a critical control that is Not met is escalated the same shift. The checklist also has questions for the people doing the work, an actions table with owners and due dates, a summary and sign-off.

The Hand Tools Safe Work Instruction Template (DOC-HTL-SWI) is sold on its own. There is no VOC or pack for hand tools: the two documents are the set.

A document is not a control. The right tool, in good condition, stored safely, insulated tools used only by licensed electrical workers, manual tasks designed out and the trained worker are the controls. These documents describe them and check them. A control must change the risk, and someone must be able to check it.

These documents support your business to manage risk and meet its WHS or OHS duties. They do not do that on their own. They are general templates: adapt them to your equipment, your site and your people, consult your workers, and check that the controls they describe are in place and working.

What is included

Item	File
Supervisor field verification checklist: the right tool, condition, storage, insulated tools near electricity and manual tasks	02_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
Setup note: what to adapt before use, and every placeholder	01_START_HERE/Setup Note.pdf
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

Who it is for

- Businesses whose workers use hand tools such as knives, hammers, chisels, spanners, screwdrivers and pliers

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · Hand Tools Field Verification Checklist · Buy the full editable version:
training.oranaskillscentre.com/documents/hand-tools-field-verification-checklist

YOUR LOGO
Right-click > Change Picture

[Company name]

WHS DOCUMENTS & TEMPLATES · DOC-HTL-FV

Supervisor Field Verification Checklist

Hand tools: the right tool, condition, storage, insulated tools near electricity and manual tasks

Site		**Areas checked**	
Date and time		**Shift**	
Verified by		**Tools and work areas checked**	

How to verify

- Visit the area while hand tool work is under way. Look at each control working, not at its paperwork.
- Mark each check Pass, Not met or N/A. Pass means you saw the control in place and working. If you did not see it, it is not a Pass.
- Write what you saw in the evidence column: a location, a photo reference, a record you sampled.
- Talk to the people doing the work, using the questions after the checks. They know where the near misses are.
- Record every Not met in the actions table, with an owner and a due date. Fix what you can on the spot, and record that too.

Escalate now

If a ★ critical control is Not met, act before you leave the area. Stop or restrict the hand tool work there until it is fixed or another control is in place, and tell **[Escalation contact]** the same shift. A failed critical control is a high potential incident: report it as one.

Checks

★ marks a critical control: one whose failure could let a worker be cut, struck or shocked, or strained by a task. Delete checks that do not apply, and add your own.

No.	Look for (★ critical control)	Pass	Not met	N/A	What you saw (evidence)
Right tool					
1	Workers use the right tool for the job; no makeshift tools or cheater bars ★	☐	☐	☐	
Condition					
2	Tools sampled are in good condition; damaged tools are tagged out of use ★	☐	☐	☐	
Storage					
3	Tools are stored in toolboxes, racks or tool belts; blades sheathed or retracted	☐	☐	☐	
Insulated tools near electricity					
4	Only licensed electrical workers work on or near exposed live parts; insulated tools are rated and undamaged ★	☐	☐	☐	

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · Hand Tools Field Verification Checklist · Buy the full editable version:
training.oranaskillscentre.com/documents/hand-tools-field-verification-checklist

WHS DOCUMENTS & TEMPLATES · DOC-HTL-FV

Hand Tools Field Verification Checklist

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An editable supervisor's checklist that checks, on site, that the controls for hand tools are in place and working.

What the full product contains

- **Supervisor field verification checklist: the right tool, condition, storage, insulated tools near electricity and manual tasks**
  02_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
- **Setup note: what to adapt before use, and every placeholder**
  01_START_HERE/Setup Note.pdf
- **Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information**
  01_START_HERE/ (four PDFs)

Formats

- Word (.docx), editable, with your logo and business name in the header
- PDF copy of the Word document, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

https://training.oranaskillscentre.com/documents/hand-tools-field-verification-checklist

Instant download after purchase. · Orana Skills Centre · 1800 231 173 · bookings@oranaskillscentre.com

© 2026 Orana Skills Centre. All rights reserved. · v1.0