

Company Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

#056

## FIRST DAY – SAFETY ORIENTATION

There's a lot to get to know about safety on a construction jobsite. Construction is a high-hazard industry and leads all others in injuries and accidents. What's more important is that you are more likely to suffer an injury in your first year of service than at any other time – 40% of all accidents occur during this period of time.

First of all you need to know that you share responsibilities for safety with your employer. You are paid to work safely and to report any hazardous conditions, **immediately**. Also, all accidents must be reported to your supervisor immediately, no matter how slight. Accident prevention is part of your job - report any unsafe conditions or practices to your supervisor.

You should receive "Codes of Safe Practices" and advice on how to work safely. You need to know what equipment you are authorized to use. You need to know, you have a right to know, about hazardous chemicals. Are there any on the site? Where are they stored? Will you be required to work with or around any of these? Where can you find a copy of a Safety Data Sheet (SDS) if you need one? What about personal protective equipment? Ask your supervisor about hard hats and suitable protective footwear. Does the job have special fall protection rules? Does the construction site have a fire emergency plan? Are there fire extinguishers available and where are they? What is the plan if there is a fire? What happens if you have an accident? Who will provide first-aid? Where do you go for treatment? You need to ask your supervisor these questions.

Another important subject is Housekeeping. Good housekeeping prevents accidents and fires and creates an efficient workplace. We must all work on housekeeping on a continuous, day-to-day basis. Don't let it become a job that gets done "when there's a spare moment". Remove or bend over nails and deposit all trash and scraps in the proper containers.

Many activities on a construction site require a competent person. Activities that require a competent person include excavating, trenching, entering confined spaces, using scaffolds or fall protection, and some electrical work. The competent person is there in case you have a question in these areas. Your life and health may depend on getting the correct answers.

Meeting Conducted By: \_\_\_\_\_

Date: \_\_\_\_\_

Trade (plumbing, framing, electrical, etc.):

Name:

Signature:

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Company Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

#024

## HAND TOOLS AND EQUIPMENT

- ✓ Are all tools and equipment (both company and employee-owned) used by employees at their workplace in good condition?
- ✓ Are hand tools, such as chisels, punches, which develop mushroomed heads during use, reconditioned or replaced as necessary?
- ✓ Are broken or fractured handles on hammers, axes, and similar equipment replaced promptly?
- ✓ Are worn or bent wrenches replaced regularly?
- ✓ Are appropriate handles used on files and similar tools?
- ✓ Are employees made aware of the hazards caused by faulty or improperly used hand tools?
- ✓ Are appropriate safety glasses, face shields, and similar equipment used while using hand tools or equipment which might produce flying materials or be subject to breakage?
- ✓ Are jacks checked periodically to assure they are in good operating condition?
- ✓ Are tool handles wedged tightly in the head of all tools?
- ✓ Are tools cutting edges kept sharp so the tool will move smoothly without binding or skipping?
- ✓ Are tools stored in dry, secure locations where they won't be tampered with?
- ✓ Is eye and face protection used when driving hardened or tempered spuds or nails?

Meeting Conducted By:

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Print Name

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Notes & Suggestions

Document Filing Reference

Company Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

#025

## PORTABLE POWER OPERATED TOOLS & EQUIPMENT

- ✓ Are grinders, saws, and similar equipment provided with appropriate safety guards?
- ✓ Are power tools used with the correct shield, guard or attachment recommended by the manufacturer?
- ✓ Are portable circular saws equipped with guards above and below the base shoe?
- ✓ Are circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade unguarded?
- ✓ Are rotating or moving parts of equipment guarded to prevent physical contact?
- ✓ Are all cord-connected, electrically-operated tools and equipment effectively grounded or of the approved double insulated type?
- ✓ Are effective guards in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers, air compressors, and the like?
- ✓ Are portable fans provided with full guards or screens having openings ½ inch or less?
- ✓ Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?
- ✓ Are ground-fault circuit interrupters provided on all temporary electrical 15 and 20 ampere circuits, used during periods of construction?
- ✓ Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?

Meeting Conducted By:

Meeting Attended By:

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Notes & Suggestions

Document Filing Reference

## Handheld Circular Saws

Circular saws are used for straight sawing. Depending on the blade, they cut either across (crosscut) or with (rip) the grain of the wood.

**Operator Involvement:** The operator adjusts the height of the blade. Then, holding the stock, the operator pushes the blade across it to perform the cut.

- Point of Operation
- Kickbacks
- Flying Particles

### Point of Operation

**Potential Hazard:**

- Point of operation - Injuries can occur if an operator's hands slip while cutting the stock or if they are too close to the blade during cutting.

**Possible Solutions:**

**Work Practices**

- Keep hands out of the line of the cut.

### Kickbacks

**Potential Hazard:**

- Kickbacks (that is, when the blade catches the stock and throws it back toward the operator) are another major cause of injury. Kickbacks can result if the blade height is not correct or if the blade is not maintained properly. Kickbacks are more likely to occur when ripping, rather than crosscutting. Kickbacks also can occur if safeguards are not used or if poor-quality lumber is cut.

**Possible Solutions:**

**Engineering Controls**

- When ripping, use a spreader to prevent material from squeezing the saw or kicking back during ripping. Use anti-kickback fingers to hold the stock down in the event that the saw kicks back the material.

**Work Practices**

- Use proper blade for cutting action (for example, don't use crosscut blade for ripping).
- Operate saw at speed specified by the manufacturer.
- Maintain and sharpen blade.
- Leave sufficient clearance for stock.
- Properly support all pieces of stock, including the cut and uncut ends, scrap, and finished product.



### Flying Particles

**Potential Hazard:**

- Flying particles - Wood chips, splinters, and broken saw teeth may be thrown by the cutting action of the blade.

**Possible Solution:**

**Work Practices**

- Remove cracked saw blades from service.



Company: \_\_\_\_\_

# SAFETY TRAINING SESSION RECORD

SUBJECT: \_\_\_\_\_

Location: \_\_\_\_\_

Date of Session: \_\_\_\_\_ Time Started: \_\_\_\_\_ Time Ended: \_\_\_\_\_

Trainer's Name and Signature: \_\_\_\_\_

*Those present at training - PLEASE WRITE LEGIBLY IN PRINT:*

| <u>PRINT NAME</u> | <u>SIGNATURE</u> | <u>JOB TITLE</u> |
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