



# Safety Pages

December 2016

## December, 2016

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The OHBA/SAIF Safety Pages are an ongoing series of pages, designed to provide a selection of safety topics each month to OHBA members. Please use these pages to add to (or start) either a Safety Committee file or manual for your company. Some of the Safety Pages will be on general topics and others will be for Owner/Supervisors. The Owner/Supervisor Safety Pages will be on topics based more on compliance or suggested management safety practices.

#### IMPORTANT NOTICE OF RESPONSIBILITY

The Oregon Home Builders Association Safety Committee's purpose is to provide safety guidelines, information and resources to help our members work more safely and reduce jobsite accidents. Full and active monthly participation in safety meetings using the OHBA Safety Committee's agendas, topics and checklists will only meet safety committee requirements. It remains your responsibility to comply with all aspects of safety rules and regulations.

**David Davidson, Oregon Home Builders Association, Safety Consultant**

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# Office Safety

## OHBA Safety Pages

- Replace broken or defective chairs immediately
- Only open one file cabinet drawer at a time. If more are opened the file cabinet could tip over.
- Never use a chair, desk, box, bucket or other object in place of a ladder, stool or portable stairs to reach high areas.
- Keep floors clean and free of slip hazards; such as spilled beverages, rainwater, etc. Clean up all spills immediately.
- Keep aisles, hallways, and stairs clear of clutter, debris, and trip hazards such as wastebaskets, electrical and computer cords, footstools, office supply boxes and open drawers.
- Use cord covers to run cables and wires across floors to protect them and eliminate trip hazards.
- Avoid overloading electrical outlets or power strips.
- Close file, desk and cabinet drawers when not in use.
- Report to a supervisor immediately, torn or loose carpets, curled walk off mats, loose tile, uneven floor surfaces or any other conditions that could cause a slip, trip or fall.
- Always walk, no running.
- Do not enter production or shop areas unless you have received proper safety orientation and training. Remember to wear your Personal Protective Equipment, i.e. safety glasses, ear plugs, hard hat, as required.
- If an injury occurs, report it immediately to your supervisor.



The information we provide is not intended to include all possible safety measures and controls. In addition, the safety information we provide does not relieve the Members of its own duties and obligations with regard to safety concerns, nor does Oregon Home Builders Association guarantee to the Members or others that the Member's property, job sites and/or operations are safe, healthful, or in compliance with applicable laws, regulations or standards. The Members remain responsible for their own operations, safety practices and procedures and should consult with legal counsel as they deem appropriate.

**SAFETY PAGE MEETING GUIDE**

**Topic: Office Safety**

Employer: \_\_\_\_\_ Project: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Shift: \_\_\_\_\_

Number in crew: \_\_\_\_\_ Number attending: \_\_\_\_\_

Safety or Health issues discussed. Include recent accident investigations and hazards involving tools, equipment, the work environment, work practices and any Safety or Health recommendations:

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Follow up on recommendations from last safety meeting:

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Record of those attending:

| Name: (please print) | Signature: | Company: |
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Supervisor's remarks: \_\_\_\_\_

Supervisor: \_\_\_\_\_ (Print) \_\_\_\_\_ (Signature)

# Wrench Safety

## OHBA Safety Pages

### Inspect the Work Environment –

- Inspect for rounded or worn bolt heads or nuts. Remove accumulation of grease, oil, or similar hazards.
- Remove grease, oil, mud, ice/snow or other slip hazards from walking or working surfaces.

### Use the Correct Wrench for the Task –

- Use the correct wrench type for the job. Use pipe wrenches for pipe plumbing fittings and general use wrenches for nuts and bolts.
- Select the correct wrench size to avoid slippage.
- Do not use damaged, defective or excessively worn wrenches.



### When Using the Wrench –

- Position your body in a way that will prevent you from losing your balance.
- If possible pull the wrench towards you, instead of pushing away.
- Apply slow and steady force. Do not use fast and jerky motions.
- Never use a cheater bar to obtain additional leverage.
- Do not strike a wrench with a hammer or similar object to gain more force.



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**SAFETY PAGE MEETING GUIDE**

Topic: Wrench Safety

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Safety or Health issues discussed. Include recent accident investigations and hazards involving tools, equipment, the work environment, work practices and any Safety or Health recommendations:

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Supervisor's remarks: \_\_\_\_\_

Supervisor: \_\_\_\_\_ (Print) \_\_\_\_\_ (Signature)

# Power Hand Drill Safety

## OHBA Safety Pages

- ✓ Wear proper eye and hearing protection.
- ✓ Keep drill vents clear to maintain adequate drill ventilation.
- ✓ Keep drill bits sharp at all times.
- ✓ Keep electrical cords clear of the drilling area.
- ✓ Secure the material being drilled to prevent movement.
- ✓ Slow the rate of feed before breaking through the surface.
- ✓ Drill a small pilot hole before drilling large holes.
- ✓ Disconnect the power supply before changing or adjusting the drill bit or other attachments.
- ✓ Remove the chuck key before connecting the drill to the power supply.
- ✓ Do not use a bent or damaged drill bit.
- ✓ Do not exceed the manufacturer's recommended maximum drilling capacities.
- ✓ Do not use high speed steel bits without cooling or lubrication.
- ✓ Do not reach under or around material being drilled.
- ✓ Do not overreach. Keep proper footing and balance at all times.
- ✓ Do not drill with one hand while holding the material with the other.



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2015 Oregon Home Builders Association – Reviewed 10/2015 – 051 Power Hand Drill Safety

**SAFETY PAGE MEETING GUIDE**

**Topic: Power Hand Drill Safety**

Employer: \_\_\_\_\_ Project: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Shift: \_\_\_\_\_

Number in crew: \_\_\_\_\_ Number attending: \_\_\_\_\_

Safety or Health issues discussed. Include recent accident investigations and hazards involving tools, equipment, the work environment, work practices and any Safety or Health recommendations:

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Supervisor's remarks: \_\_\_\_\_

Supervisor: \_\_\_\_\_ (Print) \_\_\_\_\_ (Signature)

# Benefits of Good Housekeeping

## OHBA Safety Pages

The lack of proper housekeeping on the job is one safety hazard common to all construction sites and manufacturing shops. Good housekeeping is one item that can help improve not only the safety on the job, but also the morale and productivity of the job.

- Helps to limit potential of slips, trips and falls from spills or cluttered floor or ground areas.
- Increases production and efficiency of the operation. Time is not spent maneuvering over or around someone else's mess or looking for proper tools and materials.
- Helps to prevent a fire that could cause an injury and/or shut down the job site.
- Creates a good "first impression" of workplace environment and reflects well on the quality of work.
- Keep scrap lumber with protruding nails separate from other debris; bend nails over or remove from lumber.
- Keep all waste debris in neat piles and away from the immediate work area.
- Store materials only in their designated areas.
- Place trash barrels where needed to eliminate food and other lunch debris.
- Keep tools and equipment stored neatly.
- Keep extension cords from being trip hazards. If necessary, run them overhead; same applies to air compressor hoses.
- Don't let trash and debris build up. If it does, make an extra effort to get it cleaned up.

Good Housekeeping Can:

- Help to prevent minor injuries like cuts, punctures, slivers.
- Help prevent major accidents like slips, trips, falls and fires.
- Also help to prevent strains and sprains from not having to lift, push or pull material or equipment from around or over debris.



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2016 Oregon Home Builders Association – Reviewed 3/2016 – 053 Housekeeping

**SAFETY POINTER MEETING GUIDE**

Topic: Benefits of Good Housekeeping

Project: \_\_\_\_\_ Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Shift: \_\_\_\_\_

Number in crew: \_\_\_\_\_ Number attending: \_\_\_\_\_

Safety or Health issues discussed. Include recent accident investigations and hazards involving tools, equipment, the work environment, and work practices:

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Follow up from last safety meeting:

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Supervisor's remarks: \_\_\_\_\_

Supervisor: \_\_\_\_\_  
(Signature)

## **Oregon OSHA adopts changes to 437-001-0700,**

### **Recording Workplace Injuries and Illnesses**

On Nov. 10, Oregon OSHA [adopted changes to its Division 1 requirements](#) for reporting workplace injuries and illnesses to align them with the requirements in federal OSHA's unusually titled final rule, Improve Tracking of Workplace Injuries and Illnesses. (As part of its state plan agreement with federal OSHA, Oregon OSHA's rules must be at least as affective as OSHA's.)

The key changes in Oregon OSHA's Division 1 rule – 437-001-0700, Recording Workplace Injuries and Illnesses – become effective May 1, 2017, and require employers to:

- Establish a procedure for employees to report work-related injuries and illnesses promptly and accurately.
- Inform employees about the procedure and tell them how they can report injuries and illnesses.
- Inform employees that they have the right to report work-related injuries and illnesses free from retaliation.
- Electronically submit injury and illness records to federal OSHA annually if they are in one of the following categories:

- o They had 250 or more employees at any time during the previous calendar year and are required to maintain an OSHA 300 log

They are in an industry listed in the rule and had 20 or more employees but fewer than 250 employees at any time during the previous calendar year.

#### **Setting up reporting procedures**

Employers can set up their own procedures for reporting work-related injuries and illnesses – the only restriction is that the procedure must not deter or discourage an employee from accurately reporting a workplace injury or illness.

The procedure must give employees a reasonable time to determine if the injury is serious enough to report. A procedure that requires immediate reporting without accounting for the nature of the injury would not be reasonable, for example.

The procedure must not make reporting so difficult or complicated that an employee would be discouraged from reporting. For example, if an employee must travel a significant distance to report or must report the same injury or illness multiple times to multiple levels of management the procedure would not be reasonable.

#### **Informing employees about their rights**

Informing employees about their rights to report workplace injuries and illnesses free from retaliation is easy. Meet the requirement by posting the current version of Oregon OSHA's [It's the law!](#) poster or by telling the employees they have a right to report work-related injuries and illnesses free from retaliation – a written notice to each employee or an email will do.

#### **Are discipline, drug, and incentive programs affected by the changes?**

Not specifically; discipline, drug, and incentive programs aren't mentioned in the changes. However, it's a good idea to review these programs, if you have them, to ensure that they don't discourage employees from exercising their right to report workplace injuries and illnesses.

*Discipline:* Don't use discipline, or the threat of disciplinary action, to retaliate against an employee for reporting an injury or illness. Your safety program should treat all workers consistently if they break rules – regardless of whether they were, or were not, injured.

*Incentives:* Don't use incentive programs to penalize workers for reporting an injury or illness. For example, if an employee reports an injury, and is subsequently denied a benefit as part of an incentive program, this may constitute retaliation against the employee for exercising the right to report. Incentive programs should encourage safe work practices and promote worker participation in safety-related activities.

*Drug testing:* Don't use drug testing, or the threat of drug testing, to retaliate against an employee for reporting an injury or illness. What's important is whether you have a reasonable basis for believing that an employee's drug use could have contributed to the injury. There is no prohibition against post-incident drug testing under state or federal law, including workers' compensation law, random drug testing, and pre-employment drug testing. However, post-incident drug testing will not necessarily indicate whether drug use played a direct role in the incident.



*Save the date!*

**January 30 & 31, 2017**

**Construction Safety Conference • Bend**

**Riverhouse on the Deschutes**



**Registration opens in November!**

**[safetyseries.cvent.com/summit17](http://safetyseries.cvent.com/summit17) • [www.cosha.org](http://www.cosha.org)**

**16<sup>th</sup> Annual Mid-Oregon Construction Safety Summit Bend, Oregon • January 30 & 31, 2017**  
 Join us for training designed for residential, commercial, and industrial construction workers.

**Topics include:**

- Ladder Safety
- Construction A-Z
- Regulatory Update
- Fire Safety During Construction
- Underground Damage Prevention
- Continuous Safety Improvement
- Stopping Falls!
- Employment Law Update
- Strains: Causes, Prevention, and Treatment
- Employee Engagement in Safety
- Fleet Safety
- OSHA 10-Hour for Construction (Jan. 30 & 31)

**Pre-Conference Workshops**

- First Aid/CPR/AED
- Fatal Four
- Work Zone Safety/Flagging Course
- Forklift Train-the-Trainer
- Basics in Starting a Safety Program



**Continuing education credits available.**

**Registration fees**

Pre-Conference workshops (Jan. 30) . . . . . \$50 per person  
 Conference (Jan. 31) . . . . . \$85 per person  
 OSHA 10-Hour for Construction . . . . . \$130 per person

**Lodging** Call the Riverhouse for reservations, 800-547-3928. Refer to the "Central Oregon Health and Safety" group.  
**Rate per night: \$105 plus tax.** Rates are good for 3 days prior to and 3 days after the event.