



# Safety Pages

January 2017

## January, 2017

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Remember if you have any safety suggestions, questions or concerns please let us know. In addition, if you have a safety topic that you would like covered in a Safety Page for training purposes let us know and we will develop one. Topics to our inventory of monthly Safety Pages are continually being added.

On page 8 is a press release from OR-OSHA on a willful violation for Fall Protection. If you have questions on Fall Protection or are not sure about your own Fall Protection System please feel free to contact [David Davidson](#) at anytime. The citation for this violation was \$70,000!



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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# Safe Ladder Climbing Practices

## OHBA Safety Pages

- ✓ Always check to see that the ladder will remain securely in place.
- ✓ Always face the ladder and maintain three-points of contact when climbing and working on ladder.
- ✓ Always ensure the fly section of extension ladders are properly locked in place.
- ✓ Never climb above the fourth rung from the top of an extension ladder or the second rung from the top of a step ladder.



*(Some stepladder manufacturers restrict the use of the top two steps. Please read the ladder warning stickers and owners manual to see what is required for your ladder.)*

- ✓ Never over reach to the sides of a ladder. Keep your belt buckle between the rails of the ladder.
- ✓ Never climb a ladder with mud, grease, oil, ice/snow or other slip hazards.



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.

2012 Oregon Home Builders Association – Reviewed 1/2017 – 001 Ladder Safety

## SAFETY PAGE MEETING GUIDE

Topic: Ladder 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:

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



# Working safe is so easy, even a Caveman can do it.

Maintain 3-points of Contact When Climbing Ladders  
Report All Injuries, Accidents and Near Mishaps Immediately  
Keep All Body Parts Clear from Pinch Points  
Correct Any Identified Hazards Immediately  
Stay Out of Equipment's Blind Spots  
Keep Machine Guarding in Place  
Never Rush or Take Shortcuts  
Always Use the Right Tool for the Job  
Always Wear Your PPE  
Obey Speed Limits and Other Traffic Rules  
Lockout Equipment  
Always Wear Your Seatbelt  
Always Work as a Team  
Conduct Pre-Use Inspections of All Needed Equipment  
Maintain a High Standard of Housekeeping Around the Job Site  
De-Energize Electrical Equipment Before Servicing!  
Never Work on an Elevated Surface Without Proper Fall Protection  
Never Try to Lift an Object of Excessive Weight or Size by Yourself.  
Don't Be Afraid to Ask for Help; GET HELP FOR HEAVY LOADS.



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2012 Oregon Home Builders Association – Reviewed 1/2017 – 002 Safety Is So Easy

## SAFETY PAGE MEETING GUIDE

Topic: Safety Is So Easy – Safety Reminders

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

Date: \_\_\_\_\_ (Keep 3 Years) Time: \_\_\_\_\_

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)

2012 Oregon Home Builders Association – Reviewed 1/2017 – 002 Safety Is So Easy

## Posting Requirements

## Safety Pages for Owners / Supervisors

Many state and federal agencies, such as OR-OSHA and BOLI, require that employers display certain posters that convey information to employees about their rights. This month's Safety Page for Owners/Supervisors gives a description of these posters and whom to contact in order to obtain them. Most often, they are required to be posted in a "conspicuous place." This means that the posters must be displayed in a readily observable location. Contractors who operate mobile sites and have no single, fixed location should have these posters displayed on every jobsite.

### STATE

#### *Safety & Health Protection on the Job poster*

**Required by:** OR-OSHA **Summary:** This poster informs employees of their rights under the Safe Employment Act. Not posting this poster can lead to a citation from OR-OSHA. **Obtain:** Nearest OR-OSHA office (call 503-378-3272 for information) <http://osha.oregon.gov/essentials/Pages/posting-requirements.aspx>

#### *Emergency Phone Numbers/Personnel poster*

**Required by:** OR-OSHA **Summary:** You must have the phone numbers posted for the ambulance service you would use in case of an emergency (usually 911). Post the address of your work facility or job site. You must also post the name of your qualified first aid person.

#### *OSHA 300 Log*

**Required by:** OR-OSHA for employers with 11 or more employees. **Summary:** Details the work-related injuries incurred by your employees during the past year. Although you must maintain this log year 'round, it must be posted February, March and April.

**Obtain:** At your nearest OR-OSHA office call 503-378-3272 or <http://osha.oregon.gov/OSHApubs/3353.pdf>

#### *Minimum Wage Poster*

**Required by:** Oregon Bureau of Labor and Industries (BOLI) **Summary:** Summarizes Oregon law on minimum wage, overtime and lunches/breaks. **Obtain:** For nearest BOLI office call 503-731-4074 in Portland or 503-378-3292 in Salem or [http://www.oregon.gov/boli/TA/Pages/Req\\_Post.aspx](http://www.oregon.gov/boli/TA/Pages/Req_Post.aspx)

#### *Family Leave Act Poster*

**Required by:** Oregon Bureau of Labor and Industries (BOLI) **Summary:** Summarizes an employee's rights regarding leave. This law (and posting requirement) only applies to those who employ **25 or more employees**. **Obtain:** Nearest BOLI office (call 503-731-4074 Portland and 503-378-3292 Salem for information). [http://www.oregon.gov/boli/TA/Pages/Req\\_Post.aspx](http://www.oregon.gov/boli/TA/Pages/Req_Post.aspx)

#### *Domestic Violence, Harassment, Sexual Assault or Stalking (DVHSAS) poster*

**Required by:** Oregon Bureau of Labor and Industries (BOLI) **Summary:** Summarizes an employee's rights regarding DVHSAS. This law (and posting requirement) only applies to those who employ **6 or more employees**. **Obtain:** Nearest BOLI office (call 971-673-3292 Portland and 503-378-3292 Salem for information). [http://www.oregon.gov/boli/TA/Pages/Req\\_Post.aspx](http://www.oregon.gov/boli/TA/Pages/Req_Post.aspx)

#### *Workers' Compensation. Notice of Compliance*

**Required by:** Oregon Workers' Comp. Division **Summary:** This notifies employees that you are in compliance with workers' compensation law. **Obtain:** Workers' Comp. Division. (503-947-7840). <http://wcd.oregon.gov/employer/Pages/noc-poster.aspx>

#### *Employment Division Law poster*

**Required by:** Oregon Employment Division **Summary:** This yellow card is a notice that you are an employer subject to the Oregon Employment Division Law. **Obtain:** Oregon Employment Division (503-378-3524, ext. 222).



#### ***No Smoking or Vaping poster/decal***

**Required by:** Department of Human Services, Health Department **Summary:** Required for all businesses under Oregon's Smokefree Workplace Law to prohibit smoking or vaping in the workplace and within 10 feet of all entrances, exits, windows and air intake vents. **Obtain:** Oregon Health Authority (971-673-1222) <http://public.health.oregon.gov/PreventionWellness/TobaccoPrevention/EducationalResources/Pages/index.aspx>  
For additional information, contact: Health Services, Oregon's Smokefree Workplace  
[www.healthoregon.org/tobacco](http://www.healthoregon.org/tobacco)

866-621-6107 Information Line

877-270-7867 Quit Smoking Program

### **FEDERAL**

#### ***Federal Minimum Wage poster***

**Required By:** U.S. Department of Labor **Summary:** Details of the provisions of the federal minimum wage law.

**Obtain:** U.S. Department of Labor (503-326-3057).

<http://www.dol.gov/whd/regs/compliance/posters/flsa.htm#UMeqPeRJM11>

#### ***Employee Polygraph Protection Act poster***

**Required by:** U.S. Department of Labor **Summary:** Summarizes employee's right to be free from polygraph (lie detector) examination during employment screening or during the course of employment. **Obtain:** U.S. Department of Labor (503-326-3057). <https://www.dol.gov/whd/regs/compliance/posters/eppa.htm>

#### ***Equal Employment Opportunity poster***

**Required by:** Equal Employment Opportunity Commission (EEOC) **Summary:** Summarizes the laws related to employment discrimination. **Obtain:** EEOC (800-669-3362).

<https://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf>

#### ***Family and Medical Leave poster***

**Required by:** U.S. Department of Labor ) **Summary:** Details the provisions for taking leave. For employers with 50 or more workers. **Obtain:** U.S. Department of Labor (503-326-3057)

<https://www.dol.gov/whd/regs/compliance/posters/fmla.htm>

#### ***The Uniformed Services Employment and Reemployment Rights Act (USERRA) poster***

**Required by:** US Department of Labor, Veteran's Employment and Training Service **Summary:** Employers are required to provide to persons entitled to the rights and benefits under USERRA, a notice of the rights, benefits and obligations of such persons and such employers under USERRA. **Obtain:** U.S. Department of Labor (503-947-1490)

<http://www.dol.gov/vets/programs/userra/poster.htm>

Additional posting requirements may apply to some contractors. And if you contract with the federal government, or work on property owned by the federal government, you may also be required to have additional posters. You can download all required posters as PDF files through BOLI's website.

[http://www.oregon.gov/boli/TA/Pages/Req\\_Post.aspx](http://www.oregon.gov/boli/TA/Pages/Req_Post.aspx)

## **Poster Guide Based on the Number of Employees**

### **Small Employers (Less than 25 employees)**

Small Oregon employers need to provide the following postings:

- 1) Oregon State Minimum Wage poster
- 2) Oregon OSHA poster
- 3) Oregon Protections for Victims of Domestic Violence, Harassment, Sexual Assault & Stalking
- 4) Federal Minimum Wage poster
- 5) "EEO is the Law" poster
- 6) Federal Polygraph Protection Notice
- 7) Federal USERRA (military rights) poster

### **Large Oregon Employers (25 or more employees)**

In addition to the postings listed above, large employers will need to post information regarding:

- 1) Oregon Family Leave Act
- 2) Federal Family and Medical Leave Act

### **Agricultural Employers**

In addition to most of the postings listed for large employers, agricultural employers need to display the following additional notices:

- 1) Migrant & Seasonal Agricultural Worker Protection Act Poster
- 2) Field Sanitation Notice
- 3) "Protect yourself from pesticides" Poster
- 4) BOLI Notice to Agricultural Employees



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## SAFETY PAGE MEETING GUIDE

Topic: Posting Requirements

Project Name: \_\_\_\_\_ Location: \_\_\_\_\_

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, work practices and any Safety or Health recommendations:

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Follow up on recommendations from last safety meeting:

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

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

# Seven ways to prevent falls at your site

For many in the construction industry, equipment is the first thing that comes to mind as a means for preventing falls. But fall protection is more than just equipment. Here are seven ways to prevent falls at your site.

## **1. Make fall protection part of your safety program and ensure that everyone has a role to play in preventing falls**

Effective safety programs have committed managers and involved employees – they are committed to safety and involved in keeping your site hazard free.

## **2. Enforce safe practices with on the job supervision**

Effective supervisors know how to motivate employees and, when discipline is necessary, they know how to apply it fairly. Essential tasks for supervisors:

Verify that employees have been trained and can safely perform their work.

Periodically review the safety performance of each employee.

Instruct, retrain, or discipline employees who work unsafely.

Closely supervise new employees after they have been trained.

Require employees to demonstrate they can work safely before permitting them to work independently.

## **3. Prepare a safety policy**

Does your company have a written safety policy? It should. A written policy reflects commitment to a safe and healthful workplace, summarizes management and employee responsibilities, and emphasizes the importance of your safety program. Keep the policy brief, commit to it, and enforce it.

## **4. Designate competent and qualified persons**

### *The competent person*

Is responsible for recognizing hazards that cause falls and warning workers about the hazards.

Trains employees to recognize fall hazards and follow safety procedures.

Serves as the monitor when a safety-monitoring system is used as a fall protection method.

Determines – when safety nets are used – if the nets meet Subdivision 3/M requirements.

Inspects a personal fall-arrest system after it arrests a fall and determines if the system is damaged.

Evaluates any alteration in a personal fall-arrest system and determines if it is safe to use.

### *The qualified person*

Supervises the design, installation, and use of horizontal lifeline systems and fall restraint and fall arrest anchors.

## **5. Plan to prevent falls**

Consider factors such as the following to help you plan your job at the site:

Which areas of the project are most likely to have fall hazards? What can you do to prevent falls from happening?

What tasks could expose employees to fall hazards?

Are walking and working surfaces structurally sound and stable?

How will employees access and move about the structure to do their jobs? Will they move horizontally, vertically, or in both directions?

Will guardrails and covers for holes meet Subdivision 3/M requirements?

Are there existing anchors for arrest and restraint systems? Do they meet Subdivision 3/M requirements?

Have employees been trained to use ladders properly?

Will other contractors' employees be exposed to falls after your employees finish their work? Who is responsible for ensuring that fall protection, such as guardrails and covers, are replaced if they have been removed to finish a job?

## **6. Train workers about fall protection**

Don't assume your employees know how to protect themselves from falls. They may not be familiar with fall hazards at a new job site or know how to protect themselves until you train them.

Employees must be trained before they begin tasks that could expose them to falls and before they use fall-protection equipment. They must know how to recognize fall hazards and follow safe practices.

*Put it in writing:* You must document in writing that employees have been trained and that they know what fall-protection systems or methods to use, how to use them, and when to use them, regardless of their experience. Include their names, training dates, and the trainer's signature.

Employees must be retrained for any of the following reasons:

They don't recognize fall hazards.

They don't understand the procedures that control the hazards.

Changes in the workplace or the fall-protection systems or methods make previous training obsolete.

## **7. Use equipment that prevents falls from happening**

When possible, use equipment such as guardrails, covers, and restraint systems that will eliminate employees' chances of falling.

If it's not possible to eliminate fall hazards, protect workers if they do fall. Use equipment that will minimize the risk of injury if a worker does fall. Options include personal fall arrest systems and safety nets. Also, develop a rescue plan that tells employees how to respond if something does go wrong.