



Safety Pages

July 2017

July, 2017

Safety Pages:

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| <u>Trench Safety.....</u> | <u>P. 2-3</u> |
| <u>Heat Stress</u> | <u>P. 4-5</u> |
| <u>Fall Protection in Construction</u> | <u>P. 6-7</u> |
| <u>Benefits of Good Housekeeping</u> | <u>P. 8-9</u> |
| <u>Working Safety with Mobile Equipment</u> | <u>P. 10-11</u> |
| <u>Oregon Minimum Wage Rates.....</u> | <u>P. 12</u> |

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 A LIFE

Never Enter an Unprotected Trench!



**WORK SMART!
WORK SAFE!**

For your safety:

- ✓ Shore or shield trench walls or slope or bench trench walls.
- ✓ An excavation that has a depth of 4 feet or more must have a safe means for entering and exiting such as the use of ladders, ramps or stairways within 25 feet of workers.
- ✓ A designated competent person has classified soil at the excavation site with at least one manual test and one visual test.
- ✓ Know where underground utilities are prior to digging.
Call 811
- ✓ Keep excavated soil, heavy equipment and tools at least 2 feet back from the edge of the excavation.
- ✓ Inspect work area for hazards before entering trench and on a continuous basis.



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2013 Oregon Home Builders Association – Reviewed 7/2017 – 023 Trench Safety

SAFETY PAGE MEETING GUIDE

Topic: Trench 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:

Follow up on recommendations from last safety meeting:

Record of those attending:

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

Supervisor: _____
(Print) (Signature)

Heat Stress

by David Davidson - HBA

OHBA Safety Pages

When the mercury hits 90 degrees or more, working outdoors can be uncomfortable and at times unsafe. Workers run the risk of developing a heat-related illness when physical exertion is combined with high humidity. Over the past five years, 32 workers received benefits through Oregon's workers' compensation system for heat-related illnesses. The workers who qualified for the benefit were disabled for three days or more.

Employers and workers should be familiar with some of the common indicators of heat exhaustion. A person overcome with heat exhaustion will still sweat but may experience extreme fatigue, nausea, lightheadedness, or a headache. The person could have clammy and moist skin, a pale complexion, and a normal or only slightly elevated body temperature. If heat exhaustion is not treated promptly, the illness could progress to heat stroke, and possibly even death.

SYMPTOMS OF HEAT STRESS DISORDERS:

Heat Cramps — Symptoms are painful spasms of the muscles. Heat cramps are caused when workers consume large quantities of water but fail to take in enough salt to replace the salt their bodies lost through sweating. Tired muscles are most susceptible to cramping.

Heat Exhaustion — Symptoms for this disorder are moist, clammy, pale skin; profuse sweating; extreme weakness or fatigue; dry mouth; dizziness; fast pulse; rapid breathing; muscle cramps; and nausea.

Heat/Sun Stroke — Symptoms are a very high body temperature (104° F or higher); lack of sweat; mental confusion, delirium or hallucinations; deep breathing and rapid pulse; hot, dry, red or mottled skin; and dilated pupils. Seek medical help at once for this condition.

Workers on construction sites may be at greater risk for heat illness due to heavy exertion, enclosed operator cabs with poor air circulation, and prolonged exposure to the sun.

The ideal situation to prevent heat illness and sun exposure injuries is to protect workers. Here are some tips:

- Learn the signs and symptoms of heat-induced illnesses and what to do to help other workers.
- Perform the heaviest, most labor-intensive work during the coolest part of the day.
- Slowly build up tolerance to the heat and the work activity (this usually takes up to two weeks).
- Use the buddy system to monitor the heat (work in pairs).
- Drink plenty of cool water (one cup every 15-20 minutes).
- Wear light, loose-fitting, breathable clothing (such as cotton).
- Protect the skin by wearing a brimmed hat, long sleeves and sunscreen with a SPF rating of at least 15.
- Protect your eyes with safety sun glasses that block at least 99 percent of both UV-A & UV-B rays.
- Take frequent short breaks in cool, shaded areas — allow your body to cool down.
- Avoid eating large meals before working in hot environments.
- Avoid caffeine and alcoholic beverages (these beverages make the body lose water and increase the risk of heat illnesses).



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SAFETY PAGE MEETING GUIDE

Topic: Heat Stress

Employer: _____ Project: _____

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Number in crew: _____ Number attending: _____

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Supervisor's remarks: _____

Supervisor: _____ (Print) _____ (Signature)

Fall Protection in Construction

OHBA Safety Pages

A Fall Through Roof Opening

A journeyman welder was on a roof welding metal decking to the main roof support structure. During a lull in the work, a carpenter removed three sheets of decking about 60 feet back from the work that the welder was doing. The welder disconnected from his fall protection and walked back to the center of the roof where the panels had been removed. He fell through the unguarded opening, 37 feet to the concrete floor below. He died from a cervical spine fracture.

Oregon-OSHA Rule 437-003-1501 (1)

This rule requires employers to provide fall protection when employees are working around holes and skylights that are 6 feet or more above lower levels. Below are two suggested fall protection options.

Covers for Holes

Simple and effective when they're properly installed, rigid covers prevent workers from falling through skylights or temporary openings and holes in walking/working surfaces.

Covers must:

- Support at least twice the maximum expected weight of workers, equipment, and materials.
 - ❖ Note: If a Skylight is installed, it is not considered a "cover" unless it meets this strength requirement. Many skylights do not, so please verify before starting work around any skylight.
- Be secured so they won't be displaced accidentally
- Have full-edge bearing on all four sides
- Be painted with a distinctive color or marked with the word HOLE or COVER

Fences and Barricades

Fences and barricades are warning barriers, usually made from posts and wire or boards that keep people away from hazards such as wells, pits, and shafts



Illustration: Oregon OSHA



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SAFETY PAGE MEETING GUIDE

Topic: Fall Protection – Floor or Roof Openings

Employer: _____ Project: _____

Date: _____ Time: _____ Shift: _____

Number in crew: _____ Number attending: _____

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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.



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.

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2016 Oregon Home Builders Association – Reviewed 7/2017 – 053 Housekeeping

SAFETY POINTER MEETING GUIDE

Topic: Benefits of Good Housekeeping

Project: _____ Address: _____

Employer: _____ Supervisor: _____

Date: _____ Time: _____ Shift: _____

Number in crew: _____ Number attending: _____

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Supervisor: _____
(Signature)

Working Safely with Mobile Equipment

OHBA Safety Pages

Excavators, dump trucks, graders, rollers, and other mobile equipment play key roles in the road, parking lot and foundation building industry. However, mobile equipment can pose a risk to nearby workers, especially when the operator cannot see them. By following the safety work practices listed below, you can help reduce the risk of injury when working with mobile equipment.



Safety Work Practices

Operators

- Ensure that workers are clear of the equipment before operating it.
- When operating mobile equipment, carry the load no higher than necessary to avoid limiting your vision.
- Avoid using cell phones while operating mobile equipment.



Nearby Workers

- Before starting work, ensure that you are aware of all mobile equipment operating in and around the site.
- Wear high visibility apparel when working with or near mobile equipment.
- Do not take shortcuts across areas where mobile equipment is working.
- Keep in eye contact with the operator when working near moving machinery or equipment.
- If you use a cell phone, be aware that it can distract your attention from hearing or seeing mobile equipment as it moves around the site.
- Maintain adequate distance from the swing radius of the excavator's turret and bucket.
- Never work under a suspended load including the bucket.



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SAFETY PAGE MEETING GUIDE

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Supervisor's remarks: _____

Supervisor: _____
(Print) (Signature)



OREGON MINIMUM WAGE RATES

Effective July 1, 2017 to June 30, 2018



Brad Avakian, Commissioner

An employer shall pay an employee no less than the minimum wage rate for the region in which the employer is located. (See region descriptions below.)

| | |
|---------------------------|-------------------------|
| Standard: | \$10.25 per hour |
| Portland Metro: | \$11.25 per hour |
| Nonurban Counties: | \$10.00 per hour |

All employers must comply with state laws regulating payment of minimum wage, overtime and general working conditions.

Regions

The "Standard" rate applies to the following counties, with the exception of those areas located within the urban growth boundary of a metropolitan service district: Benton, Clackamas, Clatsop, Columbia, Deschutes, Hood River, Jackson, Josephine, Lane, Lincoln, Linn, Marion, Multnomah, Polk, Tillamook, Wasco, Washington, and Yamhill.

The rate for "Portland Metro" includes areas located within the urban growth boundary of a metropolitan service district.

The rate for "Nonurban Counties" applies to the following counties: Baker, Coos, Crook, Curry, Douglas, Gilliam, Grant, Harney, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, and Wheeler.

Employer Location

Employers are required to pay their employees at least the minimum wage rate in effect for the region where the employer is located. Employees who perform more than 50% of their work in a pay period at the employer's permanent fixed business location in Oregon must be paid at least the minimum wage rate for the region in which the employer's business is located. Employees who make deliveries as a part of their job and who start and end their workday at the employer's permanent fixed business location must be paid at least the minimum wage rate for the region in which the employer's business is located. Employees who do not perform more than 50% of their work in a pay period at the employer's permanent fixed business location in Oregon must

be paid at least the minimum wage rate for the region in which the employee performs work.

General Working Conditions

Overtime: Unless exempt, employees must be paid time and one-half the regular rate of pay for any time worked over 40 hours a week or, for domestic workers residing in the home of the employer, over 44 hours a week.

Tips: Employers may not use tips as credit toward minimum wages owed to an employee.

Deductions: Employers may make deductions from wages that are required by law; authorized by a collective bargaining agreement; are for the fair market value of meals and lodging provided for the private benefit of the employee; are for the employee's benefit and are authorized in writing; or for an item in which the employer is not the ultimate recipient and the employee has voluntarily signed an authorization. An itemized statement of deductions made from wages must be provided with each paycheck.

Time records must be kept by employers for at least two years. **Payroll records** must be kept by employers for at least three years.

Regular paydays must be established and maintained. A pay period may not exceed 35 days.

Meal periods of not less than 30 minutes must be provided to non-exempt employees who work six or more hours in one work period. Ordinarily, employees are required to be relieved of all duties during the meal period. Under exceptional circumstances, however, the law allows an

employee to perform duties during a meal period so long as they are paid. When that happens, the employer must pay the employee for the entire meal period.

Paid rest periods of at least 10 minutes for adults (15 minutes for minors) must be provided during each four-hour work period or major part of four hours worked. (There are narrow exceptions for adult employees working alone in retail/service establishments.) Certain employers are required to provide additional rest periods to employees to express milk for a child. With the exception of certain tipped food and beverage service workers, meal and rest periods may not be waived or used to adjust working hours; however, meal and rest period provisions may be modified by the terms of a collective bargaining agreement.

Final paychecks: When an employee is discharged by an employer or the employee and employer mutually agree to the termination, the final paycheck is due no later than the end of the first business day after the discharge. If an employee quits with 48 hours or more notice, wages are due on the last working day (excluding Saturdays, Sundays and holidays). If an employee quits without at least 48 hours notice, wages are due in five days (excluding Saturdays, Sundays and holidays) or on the next payday, whichever occurs first. (There are some exceptions. Contact the nearest Bureau of Labor and Industries office for information.)

Domestic Service Employment: Special rules apply to persons employed as domestic workers. Contact the Bureau of Labor and Industries for more information.

Employees may be eligible for the **Earned Income Tax Credit (EITC or EIC)**, a benefit for working people with low to moderate income, particularly those with children. EITC reduces the amount of tax owed and may provide a refund. Visit these websites for additional information about how to qualify:

Federal: <https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit>

Oregon: <https://www.oregon.gov/DOR/programs/individuals/Pages/credits.aspx>

For Additional Information

Contact the Bureau of Labor and Industries:

Online: www.oregon.gov/boli • Email: whdscreener@boli.state.or.us

Eugene 541-686-7623 Technical Assistance for Employers Program: 971-673-0824
Portland 971-673-0761 TTY: 711
Salem 503-378-3292

PENALTIES: Willful failure to pay wages due to an employee upon termination may be penalized by continuation of the employee's wages up to a maximum of 30 days.

This is a summary of Oregon's laws relating to minimum wage and working conditions. It is not a complete text of the law.

THIS INFORMATION MUST BE POSTED IN A CONSPICUOUS LOCATION