



Safety Pages

June 2017

June, 2017

Safety Pages:

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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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Fall Protection

OHBA Safety Pages

Falls are the leading cause of death in construction. Oregon OSHA has several rules for construction activities that specify the minimum height at which workers must be protected from falling. These heights are known as "trigger heights." Beginning January 1, 2017 Oregon OSHA changed the trigger height in the general fall protection rule in construction from 10 feet to 6 feet.

Slide Guards: Oregon-OSHA Fall Protection Rules will prohibit the use of slide guards (AKA – toe boards) as the only or primary method of fall protection starting October 1, 2017. Employers may continue to use Slide Guards as part of their fall protection measures however they will need to utilize additional methods to comply with this new rule. Examples would be personal fall-arrest or restraint systems, positioning device systems, guardrails, safety nets, warning lines, catch platforms, etc. Please check in with your Competent or Qualified person for additional information.

Training Program - The employer is to provide training for each employee who might be exposed to fall hazards such that each employee can recognize the hazards of falling and knows the procedures to be followed to minimize or eliminate these hazards. The employer's competent person shall train each employee, as necessary, in the nature of fall hazards in the work area; the correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used; the use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, personal fall restraint systems, slide guard systems, positioning devices, and other protection to be used; the role of each employee in the safety monitoring system if/when this system is used; the limitations on the use of mechanical equipment during the performance of roofing work; the correct procedures for the handling and storage of equipment and materials and the erection of overhead protection; and the role of employees in the fall protection work plan.

The employer is to verify that each employee has been trained by keeping a **written certification record** containing the name of the employee trained, training date(s), and the signature of the person who conducted the training or the signature of the employer. If the employer relies on training conducted by another employer, the certification record shall indicate the date the employer determined the prior training was adequate rather than the date of actual training.

Other Situations: Although roof work is perhaps the most frequent and obvious situation in which fall protection is needed, there are other times when fall protection is required:

Top plates: (Walking/Working surface) When over 6 feet in height (either to the inside floor or outside ground level), you must use a positive means of fall protection.

Layout, nailing, tilting and bracing of walls: You are allowed a "floor" (not to exceed 6 feet in height) if the work is done to the leading edge . . . the edge of the floor from which the walls are being built, tilted, or braced. Harness-type protection is required for workers involved in the construction process on top of the beams (i.e., safety harness, lanyard, static lines, catch platforms, etc.).

Open-sided floors, platforms, or stairway landings: Must have standard guardrails when 6 feet or higher.

Guardrails need a top rail, midrail, toe boards and posts. The top rail should be 42 inches, plus or minus 3 inches, above the walking/working level; the midrail should be 21 inches. Posts should be of at least 2" x 4" stock with spaces not to exceed 8 feet. The top rail should also be of at least 2' x 4" stock, and the midrail should be at least 1 x 6 stock. If toe board is used it should be a minimum of 3.5" in height. Guardrails need to be able to withstand a minimum 200-pound deflection throughout the system horizontally.

Wall openings: Each employee working on, at, above, or near wall openings (including those with chutes attached) where the inside bottom edge of the wall opening is less than 39 inches above the walking/working surface and the outside bottom edge of the wall opening is six feet or more above lower levels, must be protected from falling by the use of guardrail systems, safety net systems, personal fall arrest systems, or personal fall restraint systems. A simple method to protect employees from falling through such wall openings is to use available framing material as a guardrail that is capable of withstanding, without failure, a force of at least 200 pounds in any outward or downward direction, at any point along the top edge. The top edge height of the top rail must be 42 inches (plus or minus three inches) to the walking/working surface. If the bottom edge of the wall opening is less than 21 inches from the walking/working surface, a midrail must also be installed. An opening means a gap or void 30 inches or more high and 18 inches or more wide, in a wall or partition, through which employees can fall to a lower level.

Floor openings and holes: Must either be protected with standard guardrails or be capable of supporting, without failure, at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time. Examples you might find on your jobsite may include HVAC, chimney, or skylight openings.

Runways and ramps: Must have guardrails whenever they are used at 4 feet or more above ground level.



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: Fall Protection

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:

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: _____
(Signature)

Ground Fault Circuit Interrupters

OHBA Safety Pages

If you have power tools and/or extension cords on your job sites, you must take steps to ensure that these tools are properly grounded to prevent injury. This Safety Page topic covers the two options available to you to comply with this requirement.

OR-OSHA has written these rules dealing with ground fault circuit interrupter protection. This rule will provide increased safety for construction workers using electrical equipment and tools, and provides uniformity in what is required by Oregon Building Codes. The following is the OAR 437-003-0404 in Division 3/K.

437-003-0404 Branch circuits.

(1) General. Use ground fault circuit interrupters specified in (2) below OR an assured equipment grounding conductor program as in (3) below. These requirements are in addition to any other requirements for equipment grounding conductors.

(2) All 125-volt, single-phase, 15-, 20-, and 30-ampere receptacles on construction sites that are for temporary power and are available for use by employees must have approved ground-fault circuit interrupters.

(a) GFI protection must be at the outlet end of the circuit. Extension cords or other devices with listed ground-fault circuit interrupter protection for personnel identified for portable are acceptable.

(3) Assured equipment grounding conductor program: Receptacles more than 125-volt, single-phase, 30-amperes must have protection that complies with (2) above, or an assured equipment grounding conductor program that complies with the following:

(a) A written description of the program, including the employer's specific procedures. The program must be at the job site for inspection and copying by the Administrator and any affected employee.

(b) The employer must designate one or more competent persons (defined in §1926.32(f)) to implement the program.

(c) Before each day's use, visually inspect each extension cord, or other device, and any equipment connected by cord and plug, for external defects, such as deformed or missing pins or insulation damage, and for signs of possible internal damage. Extension cords, devices and receptacles not exposed to damage are exempt from this inspection. Do not use damaged or defective equipment.

(d) Do these tests on all extension cords, other devices and receptacles that are not part of the permanent wiring of the building or structure, and cord- and plug-connected equipment required to be grounded:

(A) Test all equipment grounding conductors for continuity.

(B) Test each receptacle or plug to assure the equipment grounding conductor is connected to its proper terminal.

(e) Do all required tests:

(A) Before first use;

(B) Before first use after repair;

(C) Before use after any incident that reasonably could cause damage (for example, when a cord set is run over); and

(D) At intervals not longer than 3 months. Inspect fixed extension cords, other devices and receptacles not exposed to damage at least every 6 months.

(f) Record all tests required in this paragraph. This test record must identify each receptacle, cord set, and cord- and plug-connected equipment that passed the test and indicate the last date of testing or the test interval. Keep this record by means of logs, color coding, or other effective means. Keep the record until replaced by a newer record. The record must be available on the job site for inspection by the Administrator and any affected employee.

Employers will have to provide GFCI equipment for the employees, unless the General Contractors supply GFCI-equipped temporary power for the job that will meet these requirements. It would be a good idea for Sub-Contractors to test the electrical supply to ensure it is GFCI equipped. This type of tester is readily available for only a few dollars. If, however, the General Contractor does not supply GFCI-equipped temporary power, then you must supply it for your employees. If you have any questions or need help with this rule call OR-OSHA technical resources at 503-378-3272 or 800-922-2689.



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2008 Oregon Home Builders Association – Reviewed 6/2017

SAFETY PAGE MEETING GUIDE

Topic: Ground Fault Circuit Interrupters

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:

Follow up on recommendations from last safety meeting:

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Supervisor's remarks: _____

Supervisor: _____
(Signature)

Pump Jack Scaffolding Requirements

OHBA Safety Pages

A pump jack scaffold is a platform supported by moveable brackets on vertical poles.

Pump jacks are relatively inexpensive and useful when it's necessary to work at various heights. Pump jacks are also practical for work where two buildings are so close together that a ladder jack scaffold cannot be installed at the proper angle. There are two basic types: steel and aluminum. Steel pump jacks are made of pressed metal and are designed for use on double-thick two-inch by four-inch wood poles. Aluminum pump jacks are made of aluminum extrusions and are designed for special four-inch by four-inch aluminum poles. Steel pump jack components and aluminum pump jack components can't be interchanged.

- Pump jack brackets, braces, and accessories must be fabricated from metal plates and angles. [29 CFR 1926.452(j)(1)]
- Each pump jack bracket must have two positive gripping mechanisms to prevent any failure or slippage. [29 CFR 1926.452(j)(1)]
- When guardrails are used for fall protection, a workbench may be used as the toprail only if it meets all requirements of paragraphs 29 CFR 1926.451(g)(4)(ii), 29 CFR 1926.451(g)(4)(vii), (viii) and 29 CFR 1926.451(g)(4)(xiii). [29 CFR 1926.452(j)(3)]
- Work benches must not be used as scaffold platforms. [29 CFR 1926.452(j)(4)]
- Poles must be secured to the structure by rigid triangular bracing, or equivalent, at the [29 CFR 1926.452(j)(2)]:
 - Bottom
 - Top
 - Other points as necessary
- When bracing already installed has to be removed so the pump jack can pass, an additional brace must be installed approximately 4 feet above the original brace before it is removed. The additional brace must be left in place until the pump jack has been moved and the original brace reinstalled. [29 CFR 1926.452(j)(2)]
- When poles are made of wood, the pole lumber must be [29 CFR 1926.452(j)(5)]:
 - Straight-grained
 - Free of shakes
 - Free of large loose or dead knots, and other defects that might impair strength.
- When wood poles of two continuous lengths are joined together, the seam must be parallel to the bracket. [29 CFR 1926.452(j)(6)]
- To develop full strength when two-by-fours are spliced to make a pole, mending plates must be installed at all splices. [29 CFR 1926.452(j)(7)]
- Wood poles may not exceed 30 feet in height 29 CFR 1926 Subpart L Appendix A (j).
- When 2 x 4s are spliced together to make a 4 x 4-inch wood pole, they must be:
 - Spliced with 10 penny common nails no more than 12 inches center to center.
 - Staggered uniformly from the opposite outside edges.
- Maximum intended load for pump jack scaffolds is 500 pounds, applied at the center of the platform span. [29 CFR 1926 Subpart L Appendix A (j)]
- Not more than two employees may be on a pump jack scaffold between any two supports at one time. [29 CFR 1926 Subpart L Appendix A (2)(j)]



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consult with legal counsel as they deem appropriate.

SAFETY PAGE MEETING GUIDE

Topic: Scaffold Requirements

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:

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Supervisor's remarks: _____

Supervisor: _____
(Print) (Signature)

Examples of Pump Jacks



An example of Pump Jacks showing all features.



A Pump Jack scaffold's triangular bracing.



Pump Jack Scaffolds will normally have a work bench that can act as a top rail if it is 38 to 45 inches. Don't forget a midrail and guarding the ends – both are missing in this picture.

2015 Oregon Home Builders Association – Reviewed 6/2017 – 050 Pump Jack Scaffolding

FALL PREVENTION EDUCATION: FOR YOUR FUTURE, FOR YOUR FAMILY

Did you know Latino construction workers suffer 30% higher rates of injuries and illnesses than their fellow construction workers?¹ This is largely due to language barriers, a lack of Spanish language resources, and lack of culturally appropriate, Spanish language training.

Falls are the number one cause of injury and death in the construction industry. The Pacific Northwest OSHA Education Center is here to help you avoid falls at work, and return home safe each day. We offer a variety of free safety resources in Spanish, and free 5-hour training on fall hazard awareness and prevention.

Visit our website, osha.washington.edu/pages/osha-en-espanol, for free safety resources in Spanish, or to register for free courses.

WORK SAFE, HOME SAFE:
Join us for a free 5-hour fall prevention training!

Includes hands-on demonstrations, case studies, and question and answer time.

Friday, June 23, 2017, 9:00am - 4:00pm
Portland, Oregon

OSHA 7405: Fall Hazard Awareness for the Construction Industry

Contact Cristina Galicia for more information at 206-616-3301 or ce@uw.edu
Pre-registration is required.

PRIVACY STATEMENT: The University of Washington DEOHS Continuing Education Program Cares about your privacy. We promise never to share your personal information.

This complimentary training is made possible by the University of Washington NIEHS Worker Training Program, Northwest Center for Occupational Health and Safety, and Pacific Northwest OSHA Education Center.



CONTINUING EDUCATION PROGRAMS
DEPARTMENT OF ENVIRONMENTAL & OCCUPATIONAL HEALTH SCIENCES
UNIVERSITY of WASHINGTON - SCHOOL OF PUBLIC HEALTH

W UNIVERSITY of WASHINGTON

1. Dong XS, Wang X, Daw C, CPWR Data Center. 2010a. Fatal and nonfatal injuries among Hispanic construction workers. CPWR Data Brief 2(2):1-19. http://www.cprw.com/sites/default/files/publications/Hispanic_Data_Brief3.pdf



EDUCACIÓN DE PREVENCIÓN DE CAÍDA: PARA SU FUTURO, PARA SU FAMILIA

¿Sabías que los trabajadores latinos de la construcción sufren un 30% de tasas más elevadas de lesiones y enfermedades que sus compañeros trabajadores de la construcción?¹ Esto se debe en gran parte a causa de las barreras del idioma, falta de recursos en Español y falta de capacitación en el idioma Español, culturalmente apropiados.

Las caídas son la causa número uno de lesiones y muertes en la industria de la construcción. El Centro de Educación OSHA del Noroeste Pacífico está aquí para ayudarle a evitar caídas en el trabajo, y regresar a casa igual cada día. Ofrecemos una variedad de recursos gratuitos de seguridad en Español, y 5 horas de capacitación sobre la concienciación y prevención de peligros de caídas.

Visite nuestro sitio web, osha.washington.edu/pages/osha-en-espanol, para recursos gratis de seguridad en Español, o para inscribirse en los cursos de gratis.

TRABAJO SEGURO, CASA SEGURA:
¡Acompáñenos para una capacitación de
prevención de caída de 5 horas gratis!

Incluye demostraciones prácticas, estudios de casos y
tiempo para preguntas y respuestas.

El viernes 23 de junio de 2017, 9:00am - 4:00pm
Portland, Oregon

OSHA 7405: Concienciación de Riesgo de Caída para
la Industria de la Construcción

Póngase en contacto con Cristina Galicia para más
información al **206-616-3301** o **ce@uw.edu**

Se requiere de pre-inscripción.

Declaración de Privacidad: La Universidad de Washington DEOHS el
Programa de la Educación Continua se preocupa por su privacidad.
Prometemos nunca compartir su información personal.

*Este entrenamiento es hecho posible gracias al Programa de Entrenamiento
para Trabajadores del NIEHS de la Universidad de Washington, el Centro
Noroeste de Salud y Seguridad Ocupacional, y la Administración de Seguridad
y Salud Ocupacional de la Región Pacífico Noroeste.*



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CPWR Data Brief 2(2):1-19. http://www.cprw.com/sites/default/files/publications/Hispanic_Data_Brief3.pdf





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

Date	Standard	Portland Metro	Nonurban Counties
January 1, 2016	\$9.25	\$9.25	\$9.25
July 1, 2016	\$9.75	\$9.75	\$9.50
July 1, 2017	\$10.25	\$11.25	\$10.00
July 1, 2018	\$10.75	\$12.00	\$10.50
July 1, 2019	\$11.25	\$12.50	\$11.00
July 1, 2020	\$12.00	\$13.25	\$11.50
July 1, 2021	\$12.75	\$14.00	\$12.00
July 1, 2022	\$13.50	\$14.75	\$12.50
July 1, 2023	Adjusted annually based on the increase, if any, to the US City average Consumer Price Index for All Urban Consumers	\$1.25 over the standard minimum wage	\$1 less than the standard minimum wage

Portland Metro

The Portland Metro rate applies to employers located within the urban growth boundary (UGB) of the metropolitan service district.

Search by address to determine whether a site is located inside the UGB with [**Metro's Urban Growth Boundary lookup tool**](#).

A map of the UGB is also available for [**download**](#).

Nonurban counties

The nonurban rate applies to employers located within the following counties:

Baker	Klamath
Coos	Lake
Crook	Malheur
Curry	Morrow
Douglas	Sherman
Gilliam	Umatilla
Grant	Union
Harney	Wallowa
Jefferson	Wheeler

ODOT offers the following tips that could save your life or the life of someone you love:



Turn it off and stow it.

Turn your phone off or switch it to silent mode before you get in the car. Then stow it away so that it's out of reach.

Use drive mode (similar to "airplane mode") if your phone has it.

Install an app.

Apps can help you avoid texting while driving. Go to your app store and search for "distracted driving."

Pull over.

If you need to make a call, pull over to a safe area first.

Spread the word:

"Do Not Disturb." Record a message on your phone that tells callers you are driving and will get back to them when you are off the road, or sign up for a service that offers this feature.

Use your passengers.

Ask a passenger to make the call or respond to a text for you.

X the text.

Don't ever text and drive, browse online, or read your email while driving. It is dangerous and against the law in most states. Even voice-to-text isn't risk-free.

Know the law.

Familiarize yourself with state and local laws before you get in the car. Oregon prohibits the use of hand-held cellphones in addition to texting.

Prepare.

If using a GPS device, enter your destination before you start to drive. If you prefer a map or written directions, review them in advance. If you need help while driving, ask a passenger to assist you or pull over to a safe location to change your GPS or review your map/directions.

Secure your pets.

Unsecured pets can be a big distraction in the car.

Mind the kids.

Pull over to a safe place to address situations involving children in the car.

Focus on driving.

Multi-tasking behind the wheel is dangerous. Refrain from eating, drinking, reading, grooming, smoking, and any other activity that takes your mind and eyes off the road.