



Safety Pages

January, 2018

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.



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
2075 Madrona Ave. SE STE. 150, Salem, Oregon 97302 541.971.6669 cell 503.362.5120 fax www.oregonhba.com

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.

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:

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)

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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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:

Follow up on recommendations from last safety meeting:

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Supervisor's remarks: _____

Supervisor: _____ (Print) _____ (Signature)

Safe Use of Pneumatic Nailing & Stapling Equipment

OHBA Safety Pages

- Permit only trained and experienced workers to operate pneumatic nailing and stapling tools.
- Wear proper eye (safety glasses) and hearing (ear plugs and/or ear muffs) protection.
- Make sure the tool is maintained in safe operating condition.
- Inspect the tool before connecting to the air supply.
 - Check safety mechanisms if applicable.
 - Ensure the screws and cylinder caps are securely tightened.
 - Make sure the air pressure is as specified by the manufacturer for the tool.
- Before using, check that the tool is properly connected to the air supply and is in working order, with the safety mechanism operable.
- Do not operate the tool at air pressures above the manufacturer's specifications.
- Always handle the tool as if it contains fasteners (loaded).
- Always use a work-contacting element that limits the contact area to one as small as practical.
- Make sure the mechanical linkage between the work-contacting element and the trigger is enclosed.
- Disconnect the tool from the air supply and exhaust all air from the tool by squeezing the trigger when.
 - Not in use, or
 - Cleaning or adjusting, or
 - Clearing a blockage, or
 - Reloading
- Use only fasteners recommended by the manufacturer of the tool, and follow the manufacturer's instructions when reloading.
- Do not point the tool at yourself or any other person.
- Do not squeeze the trigger unless the nose piece of the tool is directed at a safe work surface.
- Do not transport the tool with your finger on the trigger.
- Do not secure the trigger in the ON position.
- Do not overreach when using the tool.
- Ensure you have the right amount of air pressure for the size and type of nail/staple you are using.
Caution: Too much pressure can cause a nail/staple to go right through the material and could cause serious injury to other workers.
- If using nailers powered by butane or powder actuated be sure to follow the manufacturer's safe operating procedures on those as well.



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SAFETY PAGE MEETING GUIDE

Topic: Safe Use of Pneumatic Nailing & Stapling Equipment

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)

Posting Requirements

Safety Pages for Owners / Supervisors

Many state and federal agencies, such as Oregon-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

Minimum Wage Poster

Required by: Oregon Bureau of Labor and Industries (BOLI) **Summary:** Summarizes Oregon law on minimum wage, overtime, and lunches/breaks. **Obtain:** Nearest BOLI office or at http://www.oregon.gov/boli/TA/Pages/Req_Post.aspx

Job Safety and Health poster, "It's the Law"

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 Oregon-OSHA office or at <http://osha.oregon.gov/essentials/Pages/posting-requirements.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 or at http://www.oregon.gov/boli/TA/Pages/Req_Post.aspx

2016 Oregon Family Leave Act (OFLA) 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 or at http://www.oregon.gov/boli/TA/Pages/Req_Post.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 300A 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 1st – April 30th.

Obtain: At your nearest Oregon-OSHA Office or at <http://osha.oregon.gov/OSHAPubs/3353.pdf>

Workers' Compensation. Notice of Compliance

Required by: Oregon Workers' Compensation Division **Summary:** This notifies employees that you are in compliance with workers' compensation law. **Obtain:** Employers receive this notice from the Workers' Compensation Division after they purchase workers' compensation insurance. Employers not receiving the notice or requiring a duplicate notice should contact the Workers' Compensation Division.

[Order Form](#) for your Workers Compensation Notice and information about the Notice of Compliance poster. You can also contact them at:

Workers' Compensation Division
Employer Compliance
503-947-7815
888-877-5670
<http://www.wcd.oregon.gov>

Employment Insurance Notice (Form 11)

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:** The Employment Department automatically sends this notice after an account is set up or reopened. Employers can order a duplicate if necessary. When ordering a duplicate, employers will need their business identification number.

You will find additional information and an order form at www.oregon.gov/employ/tax. You can also contact them at:

Employment Department
Unemployment Insurance Tax Unit
Forms Hotline: 503-947-1488, Option 3

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 or at <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

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

"Equal Employment Opportunity is the Law" poster

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

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

Composite Posters for all Commonly Require Posters

To make staying compliant as easy as possible BOLI's Technical Assistance program produces three composite posters that combine all the commonly required postings into one for [small employers](#), [large employers](#), or [agricultural employers](#). The poster cost either \$12.50 or \$17.50, plus shipping and handling. Previews and ordering information are available on our [TA Publications Page](#).



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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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Supervisor's remarks: _____

Supervisor: _____
(Signature)

Chilled to the bone:

What you should know about cold stress

When they're unprepared and unprotected, humans are easy targets for winter weather. Hypothermia, frostbite, and a variety of other injuries related to cold temperatures are all part of the mix.

Hypothermia is an abnormally low core body temperature (95 degrees F or lower) that happens when the body is exposed to cold and loses heat faster than it can make heat. Wet clothing, wind, and cold temperatures (generally lower than 40 degrees F) play a key role in lowering skin temperatures and eventually lower core body temperature. Other factors, such as diabetes, thyroid conditions, some medications, severe trauma, drugs, and alcohol, can all increase the risk of hypothermia.

Prolonged low-core body temperature affects the brain, making it difficult to think clearly or move properly. This makes hypothermia especially dangerous because victims are less likely to know what's happening to them. Initial symptoms include shivering in adults and older children; clumsy movements; apathy; poor judgment; and cold, pale, or blue-gray skin. Anyone who is not properly clothed or sheltered with adequate heat can become a victim. If the heat loss is not stopped, hypothermia can quickly lead to unconsciousness and death. The keys to preventing hypothermia are layering clothing to avoid sweating from overheating, staying fueled with high-energy food and fluids, moving to keep extremities warm, and taking frequent breaks out of the cold.

Frostnip – often an early stage of frostbite – may cause numbness or blue-white skin for a short time, but normal feeling and color return when the tissue is warmed; there is no permanent tissue damage.

Frostbite happens when the skin and the tissues under the skin freeze as temperatures fall below 32 degrees F. Commonly affected are the hands, feet, and face. Frostbitten skin begins to look pale or blue and feels cold, numb, and stiff or rubbery to the touch. Longer exposures will affect the top layers of skin, which will feel hard to the touch, then turn red and blister when warmed. When exposure continues, the skin becomes white, blue, or spotty, and feels hard and cold to the touch. As the skin thaws, blood-filled blisters form and turn into thick black scabs. It's likely that some tissue will die; tendons, muscles, nerves, and bones may also be affected. Most frostbite can be prevented by staying dry and wearing clothing that protects the extremities; insulated boots, thick socks, mittens, and a warm, wind-resistant hat that covers the ears are best.

Ask Oregon OSHA Technical

Question: I have to work outside two to three days each week during the winter. Does my employer have to pay for my winter clothing?

Answer: No. Employers are not required to pay for ordinary clothing, skin creams, or other items used solely for protection from weather, such as winter coats, jackets, gloves, parkas, rubber boots, hats, raincoats, ordinary sunglasses, and sunscreen.

See 437-002-034(4)(d)(C)