



August 2018 Safety Pages:

Fire Extinguisher Operation	P. 2-3
3 Point Contact	P. 4-5
Personal Protective Equipment.....	P. 6-7
Wrench Safety	P. 8-9
Protect Your Workers from HEAT STRESS	P. 10-11
Oregon Minimum Wage Poster	P. 12

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

OHBA Safety Pages

Fire Extinguisher Operation

P-A-S-S

Pull Pin on Handle

Aim Nozzle at Base of Fire

Squeeze Handle

Sweep the Base of the Fire



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.

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:

Follow up from last safety meeting:

Record of those attending:

Name: (please print)	Signature:	Company:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Supervisor's remarks: _____

Supervisor: _____
(Signature)

Maintain 3-Point Contact with Mobile Equipment

OHBA Safety Pages



- Falls from mobile equipment are one of the major causes of injury in the road-building industry.
- Many of these falls occur when workers are mounting or dismounting mobile equipment.
- Many knee, ankle, and back injuries result from jumping from equipment onto uneven ground or objects.
- By following the safe work practices listed below,

you can help reduce the risk of injury when mounting or dismounting mobile equipment.

- When entering, or exiting mobile equipment, always maintain three points of contact. This means keeping two hands and one foot—or two feet and one hand—on the equipment at all times.
- Equipment must be stationary before mounting or dismounting.
- Never jump from mobile equipment.
- Face the equipment while mounting or dismounting.
- Use the manufacturer's handhold and foothold design to mount or dismount the equipment. Use the steps, running boards, traction strips, footholds, and handgrips.
- Don't use wheel hubs, machine tracks, or door handles for mounting or dismounting the equipment.
- Keep handholds and footholds clear of mud, snow, grease, and other materials that can increase the risk of slips, trips, and falls.



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.

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,

SAFETY PAGE MEETING GUIDE

Topic: Maintain 3-Point Contact with Mobile 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:

Follow up on recommendations from last safety meeting:

Record of those attending:

Name: (please print)	Signature:	Company:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Supervisor's remarks: _____

Supervisor: _____
(Print) (Signature)

Personal Protective Equipment

OHBA Safety Pages

The major types of personal protective equipment (PPE) are head, eye, face, hearing, respiratory, foot and hand protection. According to the OR-OSHA rules, the “employer must assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE) or other protective equipment. If such hazards are present, or likely to be present, the employer must select, and have each affected employee use the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment.” An employer cannot simply make PPE available and let employees choose whether or not to wear it. You must require the proper equipment be worn whenever there is exposure to hazards that were identified in the hazard assessment. The following list describes the major types of PPE. Make sure that you have enough equipment to protect all employees.

HEAD PROTECTION: Proper head protection must be worn whenever there is the exposure to head injury from impact or from falling or flying objects. Typical situations that would require head protection include the threat of accidentally dropped materials or equipment when employees work below other workers. Employees working beneath cranes that are moving material should also wear head protection. **OSHA Rule: Division 3, Subdivision E, 1926.100.**

EYE AND FACE PROTECTION: Eye protection, in the form of safety glasses or goggles, needs to be worn whenever there is the danger of flying objects that could get in the eye. Face protection, in the form of face shields, needs to be worn when there is a need to protect the entire face against flying sparks, liquid chemical products and debris. Many eye injuries occur when workers use saws without the required protection, so make sure that all employees have safety glasses or face shields and are wearing them when needed. **OSHA Rule: Division 3, Subdivision E, 1926.102.**

HEARING PROTECTION: Hearing protection, such as earplugs or earmuffs, must be worn whenever there is exposure to loud noises such as power saws and other loud equipment. While exposure to loud noises may not result in an immediate injury, years of exposure can lead to hearing loss. It's not worth losing your hearing when you can protect yourself with inexpensive earplugs. **OSHA Rule: Division 3, Subdivision E, 1926.101. Also Subdivision D, Occupational noise exposure, 1926.52.**

RESPIRATORY PROTECTION: Respirators or dust masks need to be worn when there is exposure to harmful dust, gasses or fumes. Dust masks offer good protection against the dust created by sanding operations. Some chemicals, however, create hazardous gasses or fumes that require the protection of respirators. If you are using respirators, be aware that the OR-OSHA code has additional requirements and rules that you must follow. **OSHA Rule: Division 3, Subdivision E, 1926.103.**

FOOT PROTECTION: Be sure that all employees have the proper type of foot protection for the work that they are doing. While a finish carpenter might not need anything more than tennis shoes, workers who are involved in the framing of the house need foot protection against nails and falling materials. **OSHA Rule: Division 2, Subdivision I, 1910.136.**

FALL PROTECTION: Fall protection is required when workers are exposed to a hazard of falling 6 feet or more to a lower level. The employer must ensure that fall protection systems are provided, installed, and implemented. **OSHA Rule: Division 3, Subdivision M, 1926.500 & OAR: 437-003-1501**

HIGH VISIBILITY GARMENTS: High visibility vests or similar type clothing is required to protect workers from street or highway traffic, either on existing streets or highways or when working in construction work zones along streets or highways. **OR-OSHA Rule: OAR 437-002-0128.**

Employers must also maintain a regular system of inspections and maintenance of personal protective equipment. The equipment must be kept clean and sanitary; and should be inspected by each worker at the beginning of his/her shift.



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.

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,

SAFETY PAGE MEETING GUIDE

Topic: Personal Protective Equipment

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:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Supervisor's remarks: _____

Supervisor: _____
(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.



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: Wrench 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:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Supervisor's remarks: _____

Supervisor: _____ (Print) _____ (Signature)

PROTECT YOUR WORKERS FROM HEAT STRESS

Develop an acclimatization plan

Acclimatization is the result of beneficial physiological adaptations (e.g., increased sweating efficiency and stabilization of the circulation) that occur after gradual increased exposure to a hot environment.

TIP 1

Gradually increase the time spent in hot environmental conditions over a 7–14 day period.

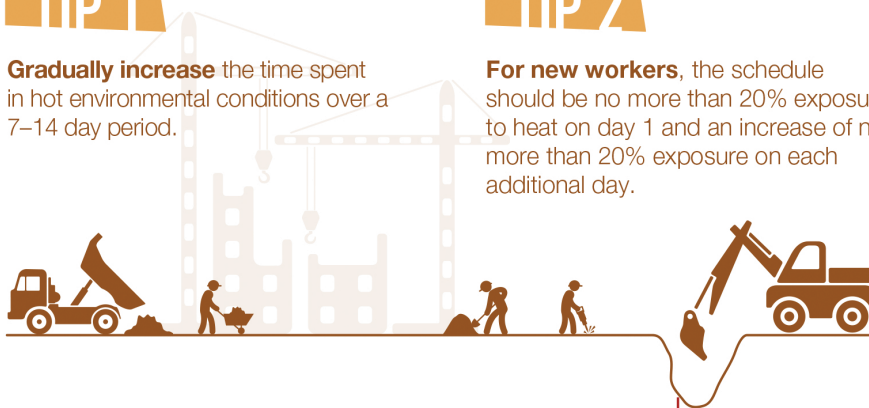
TIP 2

For new workers, the schedule should be no more than 20% exposure to heat on day 1 and an increase of no more than 20% exposure on each additional day.

TIP 3

For workers who have had previous experience with the job, the acclimatization schedule should be no more than:

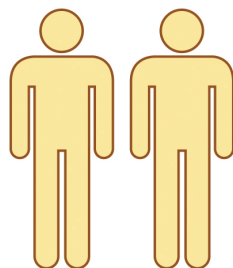
DAY 1	DAY 2	DAY 3	DAY 4
50%	60%	80%	100%
EXPOSURE	EXPOSURE	EXPOSURE	EXPOSURE



Set up a buddy system

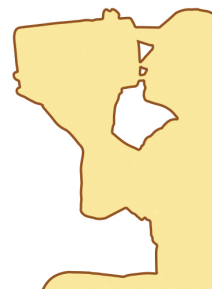
Check your workers routinely to make sure...

- ☑ they make use of readily available water and shade.
- ☑ they don't have heat-related symptoms.



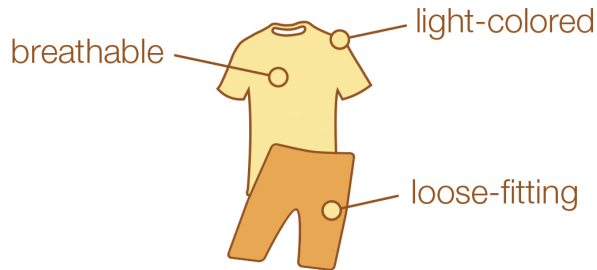
Schedule and encourage frequent rest breaks...

...with water breaks in shaded or air-conditioned recovery areas.



Emphasize the need for appropriate clothing

Encourage workers to wear clothing that is...



Cotton clothing can be soaked in water to aid cooling.



Be aware that protective clothing or **personal protective equipment** may increase the risk of heat stress.



Encourage workers to drink plenty of fluids...

...such as drinking small amounts of water before becoming thirsty.

During moderate activity in moderately hot conditions, workers should drink about...



1 cup every
15 to 20 minutes.



Learn more about heat stress at: www.cdc.gov/niosh/topics/heatstress

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Centers for Disease Control and Prevention
National Institute for Occupational Safety and Health





OREGON

MINIMUM WAGE RATES

Effective July 1, 2018 to June 30, 2019



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:	\$10.75 per hour
Portland Metro:	\$12.00 per hour
Nonurban Counties:	\$10.50 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