



July 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

Heat Emergencies

Anyone can become susceptible to heat emergencies in very warm weather. This is especially true for people doing hard work or heavy labor outside. However, if the temperature is high enough, even indoor workers can become susceptible and may suffer heat stroke, heat exhaustion, or heat cramps.

HEAT STROKE (or sun stroke) is a life-threatening situation and must be treated immediately. The victim's temperature-control system, which produces sweating to cool the body, stops working. The body temperature can rise so high that brain damage and death may result if the body is not cooled quickly.

Signs and symptoms of heat stroke are hot, red, dry skin; very small pupils and very high body temperature. The body temperature may be rising rapidly. There may also be a rapid pulse, very small pupils, loss of consciousness, and convulsions. If the victim was sweating from heavy work, his or her skin may be wet; otherwise it will feel dry.

First Aid. Call 911. Get the person out of the heat and into a cooler place fast. Quickly cool the victim's body. Immerse the victim in a cool bath or wrap wet towels around their body and fan them. Elevate head and shoulders and treat for shock. Give nothing by mouth.

HEAT EXHAUSTION is less dangerous than heat stroke but it can cause collapse. It typically occurs when working in a warm, humid place where body fluids are lost through heavy sweating. Fluid loss causes blood flow to decrease in the vital organs, resulting in a form of shock. With heat exhaustion sweat does not evaporate, as it should. As a result, the body is not cooled effectively.

Signs and symptoms of heat exhaustion are cool, pale, and moist (clammy) skin, heavy sweating, dilated pupils, headache, nausea, dizziness, weakness, low blood pressure, weak pulse, and vomiting. Body temperature will be nearly normal.

First Aid. Get the victim out of the heat and into a cooler place immediately. Place them on their back with feet up. If possible, remove or loosen the victim's clothing. Cool them by fanning and applying cold packs (putting a cloth between the cold pack and the victim's skin) or wet towels. Give care for shock and give them one-half glassful of water to drink every 15 minutes, if they are conscious and can tolerate it.

HEAT CRAMPS (muscle spasms) are muscle pains and spasms due to heavy exertion, heavy sweating, and usually involve the abdominal muscles or legs. Cramps occur in arms and legs after strenuous work.

First Aid. Get the victim to a cooler place. If they can tolerate fluids, give them one-half glass of water or sports drinks every 15 minutes for an hour. No alcohol or caffeine.

HEAT RASH (prickly heat) occurs when humidity prevents sweat from evaporating. Over-the-counter drugs are available for treatment.

SUNBURN obviously occurs when skin is over-exposed to the sun's harmful rays. The summer is most dangerous because ultraviolet and infrared rays are intense and because the temperature is warm and comfortable, making it easier to work without a shirt. Wear protective clothing and consider wearing sunscreen or sunblock.

AVOID HEAT EMERGENCIES

During the summer:

- wear protective, lightweight, light-colored clothing
- drink cool water, (not iced water) — at least a cup every 20 minutes
- take breaks to cool off; a worker should never be denied a break if he or she is overheated.

DO NOT GIVE ASPIRIN OR SALT TABLETS TO ANYONE SUFFERING FROM A HEAT-RELATED EMERGENCY.



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: Heat Emergencies

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)

Safe Use of Chainsaws in Construction

OHBA Safety Pages

- Chainsaws for construction must be equipped with a chain break and with anti-kickback chain.
- Whether a chainsaw is electric- or gasoline powered, operators must follow the manufacturer's recommended safe operating procedures.
- Permit only trained and experienced workers to operate a chainsaw.
- Never walk around with a saw in the operating mode. Switch off the power source.
- Do not attempt to cut anything other than wood with a chainsaw.
- When operating a chainsaw, safety glasses and hearing protection must be worn at all times.
- Face shield and hard hat may also be required, depending on the hazards.
- Trousers or chaps with ballistic nylon pads sewn in provide protection to the legs.
- Hold the saw securely with both hands, with fingers and thumbs around the handles. This helps prevent the hands from being dislodged and provides control in the event of a kickback.
- Do not operate the saw when you are tired.
- Know where the bar tip is at all times.
- Don't allow the cut to bind (close) on the saw chain.
- Make sure the chain brake is functioning.

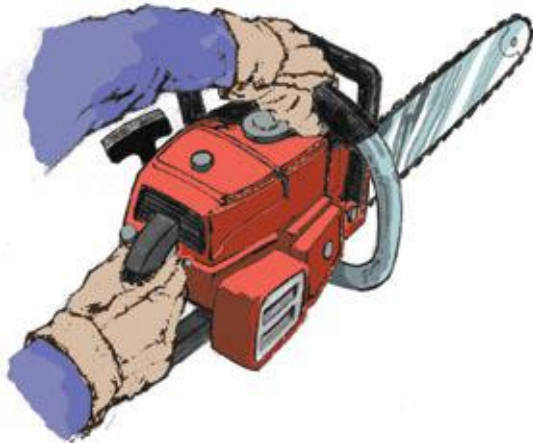
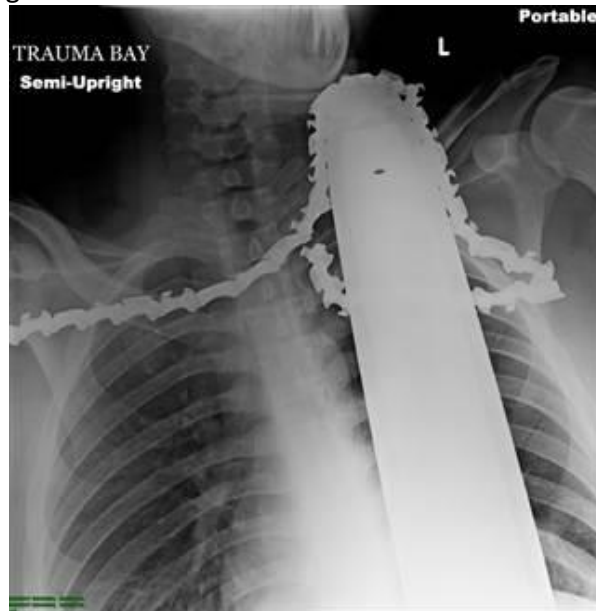


Diagram showing proper grip of a chainsaw



The result of a kick-back and chain break



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SAFETY PAGE MEETING GUIDE

Topic: Chainsaw Safety

Employer: _____ Project: _____

Date: _____ Time: _____ Shift: _____

Number in crew: _____ Number attending: _____

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Follow up on recommendations from last safety meeting:

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Supervisor's remarks: _____

Supervisor: _____ (Print) _____ (Signature)

Safe Use of Radial Arm Saws

- ✓ Permit only trained and experienced workers to operate a saw.
- ✓ Wear proper eye and hearing protection, and when required, respiratory protection.
- ✓ A radial arm saw cutting table must be of sufficient width so that no part of the saw blade overhangs the forward edge of the table. A stop may also be used to limit forward travel of the saw to prevent overhang.
- ✓ Saws must not be operated at speeds in excess of the manufacturer's recommendation.
- ✓ Only use accessories designed for the saw and recommended by the manufacturer.
- ✓ Make sure the blade guard is in place and properly adjusted.
- ✓ Stand on the handle side of the saw when cross cutting.
- ✓ Return the saw blade to behind the fence after each cut.
- ✓ Make sure the overall length of the saw table (both infeed and outfeed) is twice the length of the lumber being cut.
- ✓ Make sure during ripping that material is fed counter to the saw blade rotation.
- ✓ The motor head must be locked into position at the correct height and desired angle.
- ✓ Clamp stock to the table when making miter, bevel, or compound miter cuts. This overcomes the tendency of the stock to slide along the fence.
- ✓ Turn off the saw and unplug the electrical cord when making changes.
- ✓ When it is necessary to measure stock on the cutting table, the saw must be turned off until measuring is complete.
- ✓ Do not use radial arm saws for ripping unless spreader and anti-kickback devices are used.
- ✓ During operation, do not remove your hand from the operating handle unless the cutting head is behind the fence.
- ✓ Do not remove the stock from the cutting table until the saw blade has been returned to its position behind the fence.
- ✓ Do not cut "free-hand". The material to be cut must lie solidly on the cutting table against the back guide.
- ✓ Do not use any circular saw blade having a crack exceeding 1/10 of the saw diameter or any circular saw blade with cracks adjacent to the collar line.



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SAFETY PAGE MEETING GUIDE

Topic: Safe Use of Radial Arm Saws

Project: _____ Address: _____

Date: _____ Time: _____ Shift: _____

Number in crew: _____ Number attending: _____

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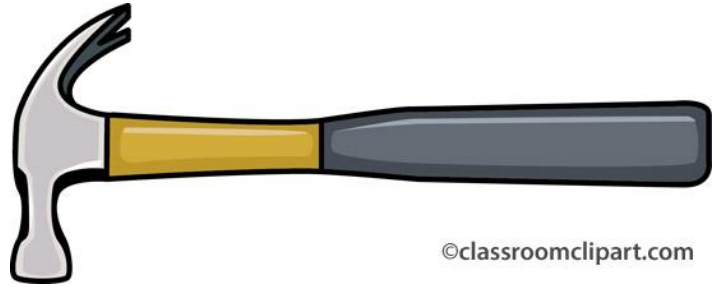
Supervisor's remarks: _____

Supervisor: _____ (Print) _____ (Signature)

Hand Tool Safety Striking Tools

OHBA Safety Pages

- Always wear approved eye protection (Z-87).
- Do not use striking tool if head or striking area is mushroomed, dented, chipped, cracked or has excessive wear.
- Do not use a striking tool if handle is loose, cracked, splintered, or has excessive wear.
- Strike with a square blow with the striking surface parallel to the surface being struck. Always avoid glancing blows and over or under strikes.
- Keep other workers clear of the work area.
- Survey the area or material you wish to use the striking tool on. Check for hazards or defects in the material or area.



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From OREGON OSHA

Heat Stress Prevention

By Aaron Corvin

As summer temperatures rise, so do the dangers of working in high heat.

That's especially true in Oregon, where workers tend to be used to working in mild weather and are frequently not accustomed to high temperatures.

As a result, it's important for employers to focus on prevention. The pillars of prevention include regularly providing water, rest, and shade; gradually adapting workers to hot environments; and training employees to recognize signs of trouble and to speak up about them.

In fact, employers are encouraged to fill out a heat illness prevention plan. The plan outlines everything from risk factors and precautionary steps to locations of water and cooling areas. It also assigns responsibilities, including who will conduct initial and refresher training.

"It's the employer's accountability," Lori Cohen, an industrial hygienist and health compliance officer for Oregon OSHA, said of the prevention plan. "It tells them what they're going to be doing."

Employers don't have to start from scratch, either. Oregon OSHA offers a sample heat illness prevention plan.

The sample plan is part of a larger heat stress emphasis program run by Oregon OSHA.

Under the program, the agency's enforcement and consultation activities include a review of employers' plans to deal with heat exposure, especially from June 15 through Oct. 1 of each year.

The emphasis program applies to both outdoor job sites and indoor workplaces where potential heat-related hazards may exist. From an enforcement perspective, Oregon OSHA addresses heat stress through various rules. Those include general environmental controls, extraordinary hazards, sanitation, and personal protective equipment.

Asking the right questions

Oregon OSHA's webpage about heat stress offers more information with which to build your knowledge, including the federal OSHA heat stress app for mobile phones.

What you don't want to let build up is neglect – the enemy of prevention.

Staying ahead of things is paramount. "You can't wait for the day that's hot to start drinking water," Cohen said. That's especially true for workers in construction, agriculture, and other labor-intensive activities.

Communication is important, Cohen added. Employers need to talk to employees about recognizing signs of trouble: headaches, cramps, dizziness, fatigue, and nausea. Asking the right questions is critical, too. Do your employees know when and where to take breaks? Sure, your work site has an air conditioner. But do you check it periodically to make sure it actually works?

Meanwhile, employees need to speak up when they have concerns. A safety committee, Cohen said, is an excellent place to raise and address concerns about working in hot environments. (With few exceptions, all employers in Oregon must have a safety committee or hold safety meetings.)

When employers fail to plan ahead and communicate and inspect equipment, they risk exposing workers to heat-related illnesses. And during hot weather, especially with high humidity, body temperature can surge

to alarming levels if workers don't drink enough water and don't rest in the shade. They can suffer from heat cramps, exhaustion, or stroke.

In fact, from 2012 to 2017, 37 people received benefits through Oregon's workers' compensation system for heat-related illnesses. For employers, the consequences of failing to heed the call of prevention are clear: In 2017 alone, Oregon OSHA cited 291 violations associated with heat-stress inspections, with initial penalties totaling \$44,820.

Practical tips

Yet, the human suffering and financial costs of heat stress are avoidable. They are, in fact, preventable.

To that end, here are some best practices to follow:

- Perform the heaviest, most labor-intensive work during the coolest part of the day.
- Use the buddy system (work in pairs) to monitor the heat.
- Drink plenty of cool water (one small cup every 15 to 20 minutes).
- Wear light, loose-fitting, and breathable clothing (such as cotton).
- 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 make the body lose water and increase the risk of heat illnesses).

To help those suffering from heat exhaustion:

- Move them to a cool, shaded area. Do not leave them alone.
- Loosen and remove heavy clothing.
- Provide cool water to drink (a small cup every 15 minutes) if they are not feeling sick to their stomach.
- Try to cool them by fanning them. Cool the skin with a spray mist of cold water or a wet cloth.
- If they do not feel better in a few minutes, call 911 for emergency help.

Ignoring the dangers of heat stress is not an option. Neither is hoping for a future of mild summers. Heat stress is poised to become an even bigger concern in the years ahead, according to a 2016 federal report, "Occupational Exposure to Heat and Hot Environments."

That's because, as the report notes, "there is evidence that heat stress is an increasing problem for many workers, particularly those located in densely populated areas closer to the equator where temperatures are expected to rise in relation to the changing climate."

All the more reason to stay laser-focused on the task at hand: prevention.



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