

# SAFETY

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Meeting Date

Employees Present:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SUBJECT OF THE MONTH: HAZARD COMMUNICATION

Employers in the construction industry are required by OR-OSHA to develop a program that communicates information concerning chemical hazards and other hazardous materials on the jobsite. Employees have the right to know about all hazardous chemicals or substances found at jobsites (both your company's material and materials your subs might bring onto the jobsite). On the back of this page, the Central Safety Committee offers you a step-by-step approach to developing your Hazard Communication Program.

## CHECKLIST ITEMS

- |   |                       |
|---|-----------------------|
| _____ Emergency Medical Plan  | _____ Tool Guards     |
| _____ Fire Protection/Prevention  | _____ First Aid Kit   |
| _____ Hazard Communication Program  | _____ Fall Protection |
| _____ Electrical Cords Checked & GFCI's to protect employees  |                       |
| _____ Required Jobsite Postings: (Emergency Phone #'s and "Safety & Health Protection on the Job" Poster) |                       |

## JOBSITE REVIEW: Inspection Notes/Concerns/Action Plan

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Safety Officer: \_\_\_\_\_

### 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.



**Safety Committee**

## HAZARD COMMUNICATION – EMPLOYEES’ RIGHT TO KNOW

Employer Hazard Communication is a necessary part of doing business in the construction industry in Oregon. While this is a fairly extensive program, which requires a certain amount of effort on the part of the employer, you can use the following step-by-step approach to help develop your program and ensure that your employees are educated about chemical and other hazardous materials. At the bottom of this page, we’ll give you information on the OHBA Hazard Communication Manual, which gives you an alternative to “starting from scratch.”

1. You, the employer, should review the Hazard Communication Rules contained within the Construction Standard of OR-OSHA Rules. These rules can be obtained by contacting OR-OSHA at (503) 378-3272 or by contacting your workers’ compensation insurance company.
2. Once you have reviewed the rules, you should clearly identify an individual within your organization that will be responsible for developing, implementing and monitoring this program.
3. Then develop an inventory of all hazardous chemicals and other products used at your jobsites that fall under the Hazard Communication Rules.
4. For each chemical or hazardous product, you must have a current Material Safety Data Sheet (MSDS) in your possession. These are informational bulletins supplied by chemical manufacturers or distributors and are available either from the supplier where you purchase the material, or directly from the manufacturer, or on the Internet. If your supplier doesn’t have a particular MSDS, you should write to the manufacturer and request one, keeping a copy of the request letter in your file.
5. Review all of your chemical containers to ensure that the original and secondary containers are properly labeled to reflect the hazard contained. Any time a substance is transferred from the container it originally came in, you must properly label the secondary container as to what hazardous material it contains.
6. You must then ensure that all employees are properly trained. Conduct employee training which teaches your employees to understand how to read Material Safety Data Sheets as well as container labels.
7. Finally, you must plan your ongoing Hazard Communication Program so that all your employees exposed to these materials are trained and all new materials or chemicals are received with proper labels and Material Safety Data Sheets which are maintained by your company. In addition, current employees must be retrained every time a new hazardous material or chemical is introduced into the workplace. Lastly, your subs and their employees must be informed about the hazardous materials or chemicals your firm is using and be instructed as to where the MSDS’s are kept and what special precautions must be taken. These MSDS’s should be available to all employees, both yours and the subcontractors.

