

# SAFETY

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

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

Employees Present:

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

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

## SUBJECT OF THE MONTH: **QUARTERLY JOBSITE REVIEW**

Periodically OHBA Safety Committee provides you with a Safety Inspection Checklist for your use when doing jobsite inspections. These inspections are very valuable tools in accident prevention and we'd suggest that this month's safety committee activity be jobsite walk-throughs with your employees taking an active role.

### CHECKLIST ITEMS

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

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**

This page is one of an ongoing series of pages, which will be provided each month to Oregon Home Builders Association members. Please use this page to add to (or start) either a Safety Committee file or manual for your company.

**SAFETY INSPECTION CHECKLIST**

Jobsite	Inspector	Date
<b>Check OK or CAT when Corrective Action Taken</b>		<b>OK</b>
<b>CAT</b>		
1. Are emergency phone numbers posted? Is there an Emergency Medical Plan?		
2. Are first aid kits available and inspected on a regular basis?		
3. Are employees using safe lifting techniques? (Lift with their legs, not their backs)		
4. Are hard hats, protective glasses or goggles, gloves, dust masks, hearing protection, and respirators worn when necessary or required?		
5. Are employees trained and evaluated before they operate machinery or power tools?		
6. Are there guardrails on stairways and wall openings? Are floor openings covered or guarded?		
7. Are stairs and walkways cleared of debris and materials?		
8. Are there posted warnings of slip, trip and fall hazards?		
9. Is there safe access to all working levels?		
10. Is lighting and ventilation adequate?		
11. Are guards and safety devices used on all power and hand tools?		
12. Is electrical equipment or tools (125volt), including Ground Fault Circuit interrupters and extension cords, inspected and safe to use?		
13. Are fire extinguishers provided? Have employees been trained to use them?		
14. Are flammable materials protected?		
15. Are employees instructed on the proper procedure for tagging and locking-out equipment to avoid unexpected start-ups?		
16. Are Material Safety Data Sheets available for each hazardous substance? Are all hazardous substances labeled?		
17. Are fall protection devices and practices used as required?		
18. Are step ladders in good condition and locked open when used? Are extension ladders placed at 4:1 angle and secured? Do they extend 3' beyond point of contact?		
19. Is scaffolding in good, serviceable condition, secured properly, level, plumb, and true? Are all scaffold planks in good condition with correct overlap? Is scaffolding inspected daily before use?		

FOR MORE INFORMATION: Call OR-OSHA at (503) 378-3272 or your Worker's Compensation carrier.

