

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

General Safety Rules

Below are samples of general safety rules that can be used in many types of businesses. Those that do not pertain to your business can be eliminated and others may be added as needed.

1. Employees will report all injuries immediately to the person in charge. No employee shall go to a physician or other medical practitioner for treatment of any on-the-job injury without authorization from the office or supervisor in charge except under absolute emergency conditions.
2. All employees are required to attend safety meetings called by their supervisors.
3. Cooperation in accident investigation is required of all employees.
4. Protective equipment must be worn when required on specific jobs. Any deficiencies in the required protective equipment must be reported to the supervisor immediately.
5. No practical jokes, scuffling, contests of strength or other horseplay will be permitted.
6. A worker shall not operate a machine unless guard or method of guarding is in good working order, in place, and operative.
7. The use of intoxicating liquor or drugs on the job or reporting to work under the influence of intoxicants is prohibited.
8. Only authorized persons shall operate machinery or equipment.
9. All work areas must be kept clean. Each employee is responsible for cleaning up any hazards that he or she may create.
10. All employees shall correct any unsafe condition or practice to the extent of their authority.
11. If any employee does not have the authority to correct an unsafe condition or practice, he or she shall report it to a company official who has the authority to see that it is corrected.
12. Only clothing appropriate to the nature of the job may be worn. Canvas or similar sport shoes are prohibited.
13. All supervisors and lead persons shall maintain current first aid certificates.
14. Specific rules of safety for each department will be drawn up and posted.
15. Safety recommendations from employees are encouraged. A means of submitting written recommendations will be provided, and management will respond with information about action taken or current status of each recommendation.
16. Employees observed working in a manner that might cause immediate injury to themselves or other employees will be warned of the danger and a written notice of policy violation will be referred to their personnel file. A second warning will result in a one-day suspension from work without pay. A third violation of this policy will result in termination.
17. A violation of safety policies or posted safety rules will be cause for disciplinary action. Repeat violations will result in possible suspension or termination at the option of management representatives.
18. Eye protection will be worn by workers exposed to flying objects.
19. When a machine is oiled, adjusted, repaired, or cleared of jams, the employee doing the work must stop the machine and properly tag and lock out the starting control, unless the machine is equipped so that it prevents the possibility of hazardous contact with moving parts.
20. Trucks will not be loaded or unloaded until drivers comply with specified rules.
21. Written company safety policies must be followed. In the absence of specific rules, all employees are expected to maintain proper standards of safety and follow instructions of their supervisor.



Issue Date 01/09

22. An employee shall not work alone in any situation where the work might be considered dangerous. If there is a doubt, consult your supervisor.
23. Smoking must be confined to designated areas. There are no exceptions.
24. Keep out from under suspended loads.
25. Travel only in designated walkways. Running is prohibited in the plant.
26. Material must be stacked where it is not a hazard and where it will not hamper movement of machinery, safety devices and fire fighting equipment, or block aisles, stairs and exits.
27. Never leave tools or pieces of materials on walkways for others to trip on, or overhead where they may fall onto another worker.
28. Report all defective equipment to your supervisor immediately.
29. Keep water off of switch panels and motors and keep panel covers in place and closed.
30. When climbing ladders, use both hands to hold on. If it is necessary to move material or tools up a ladder, first climb up, then pull up the work with a hand line. Ladders should be secured so that they will not slip. If the ladder is to be left standing for some time, it should be lashed in place.
31. Always wear safety goggles when using air hoses. Exercise extreme care to protect fellow employees who may be in the vicinity. Never blow air under high pressure against your body or the body of another. Do not use air hoses to remove dust from clothing.
32. All employees are strictly forbidden to ride on forklifts and carriers or any mobile equipment as passengers.
33. Always obey warning signs.
34. Safety goggles must be worn when burning, grinding, buffing, using jack hammers, gas welding, working with acid, or any caustic lines, riveting, wire brushing, caulking steel or doing hazardous cleaning of any sort.
35. Always use the correct tool for the job. If you do not know what tool to use, ask your supervisor.
36. Never use defective tools.
37. When lifting, bend your knees and lift with your legs. Reverse the procedure when putting heavy objects down. Never try to lift excessive loads by yourself. Get help!
38. Machinery and equipment shall be kept free of excessive oil and grease.
39. Do not walk across any moving chains or conveyors, or in the pathway of operating equipment.
40. No employee shall use his hand or any portion of his body to reach between hazardous moving parts of a machine for any reason.
41. No employee shall use a tool or piece of equipment for any purpose for which it is not suited, nor shall he or she abuse the tool or piece of equipment by straining it beyond its safe working load.
42. No employee shall work in an area where overhead hazards exist without assuring that proper safeguards have been taken.
43. No employee shall knowingly violate any company safety policy or rule.
44. No employee shall knowingly violate any safety law or regulation.
45. If you are ever in doubt about a safety procedure, consult your supervisor immediately.
46. Never remove safety guards from machinery unless it is necessary to perform repair work. When repair work is completed, replace the guards in their proper position.
47. No worker shall remove, deface or destroy any warning/danger signs, or barricade, or interfere with any other form of accident prevention device.
48. Caution should be taken while walking through the plant. Aisles and floors are often slippery.



Safety Committee