



# Safety Pages

January 2016

## January

### Safety Pages:

Posting Requirements.....	P. 2-5
Wrench Safety .....	P. 6-7
Hand-Held Grinder Safety .....	P. 8-9

### Safety Article:

Safety is So Easy .....	P. 10-11
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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**

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## Posting Requirements

## Safety Pages for Owners / Supervisors

Many state and federal agencies, such as OR-OSHA and BOLI, require that employers display certain posters that convey information to employees about their rights. This month's Safety Page for Owners/Supervisors gives a description of these posters and whom to contact in order to obtain them. Most often, they are required to be posted in a "conspicuous place." This means that the posters must be displayed in a readily observable location. Contractors who operate mobile sites and have no single, fixed location should have these posters displayed on every jobsite.

### STATE

#### *Safety & Health Protection on the Job poster*

**Required by:** OR-OSHA **Summary:** This poster informs employees of their rights under the Safe Employment Act. Not posting this poster can lead to a citation from OR-OSHA. **Obtain:** Nearest OR-OSHA office (call 503-378-3272 for information) <http://www.cbs.state.or.us/external/osha/publications/posters.html>

#### *Emergency Phone Numbers/Personnel poster*

**Required by:** OR-OSHA **Summary:** You must have the phone numbers posted for the ambulance service you would use in case of an emergency (usually 911). You must also post the name of your qualified first aid person. **Obtain:** Your local HBA Office

#### *OSHA 300 Log*

**Required by:** OR-OSHA for employers with 11 or more employees. **Summary:** Details the work-related injuries incurred by your employees during the past year. Although you must maintain this log year 'round, it must be posted February, March and April.

**Obtain:** At your nearest OR-OSHA office call 503-378-3272 or <http://www.orosha.org/pdf/pubs/3353.pdf>

#### *Minimum Wage Poster*

**Required by:** Oregon Bureau of Labor and Industries (BOLI) **Summary:** Summarizes Oregon law on minimum wage, overtime and lunches/breaks. **Obtain:** For nearest BOLI office call 503-731-4074 in Portland or 503-378-3292 in Salem or [http://www.oregon.gov/boli/TA/Pages/Req\\_Post.aspx](http://www.oregon.gov/boli/TA/Pages/Req_Post.aspx)

#### *Family Leave Act Poster*

**Required by:** Oregon Bureau of Labor and Industries (BOLI) **Summary:** Summarizes an employee's rights regarding leave. This law (and posting requirement) only applies to those who employ **25 or more employees**. **Obtain:** Nearest BOLI office (call 503-731-4074 Portland and 503-378-3292 Salem for information). [http://www.oregon.gov/boli/TA/Pages/Req\\_Post.aspx](http://www.oregon.gov/boli/TA/Pages/Req_Post.aspx)

#### *Domestic Violence, Harassment, Sexual Assault or Stalking (DVHSAS) poster*

**Required by:** Oregon Bureau of Labor and Industries (BOLI) **Summary:** Summarizes an employee's rights regarding DVHSAS. This law (and posting requirement) only applies to those who employ **6 or more employees**. **Obtain:** Nearest BOLI office (call 971-673-3292 Portland and 503-378-3292 Salem for information). [http://www.oregon.gov/boli/TA/Pages/Req\\_Post.aspx](http://www.oregon.gov/boli/TA/Pages/Req_Post.aspx)

#### *Workers' Compensation. Notice of Compliance*

**Required by:** Oregon Workers' Comp. Division **Summary:** This notifies employees that you are in compliance with workers' compensation law. **Obtain:** Workers' Comp. Division. (503-947-7840). <http://wcd.oregon.gov/operations/coverage/nocorder.html>

#### *Employment Division Law poster*

**Required by:** Oregon Employment Division **Summary:** This yellow card is a notice that you are an employer subject to the Oregon Employment Division Law. **Obtain:** Oregon Employment Division (503-378-3524, ext. 222).

## SAFETY PAGE MEETING GUIDE

Topic: Safety Is So Easy – Safety Reminders

Employer: \_\_\_\_\_ Project: \_\_\_\_\_

Date: \_\_\_\_\_ (Keep 3 Years) Time: \_\_\_\_\_

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:

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Follow up on recommendations from last safety meeting:

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Record of those attending:

Name: (please print)	Signature:	Company:
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Supervisor's remarks: \_\_\_\_\_

Supervisor: \_\_\_\_\_ (Print)      \_\_\_\_\_ (Signature)

2012 Oregon Home Builders Association – Reviewed 12/2015 – 002 Safety Is So Easy

## **Poster Guide Based on the Number of Employees**

### **Small Employers (Less than 25 employees)**

Small Oregon employers need to provide the following postings:

- 1) Oregon State Minimum Wage poster
- 2) Oregon OSHA poster
- 3) Oregon Protections for Victims of Domestic Violence, Harassment, Sexual Assault & Stalking
- 4) Federal Minimum Wage poster
- 5) "EEO is the Law" poster
- 6) Federal Polygraph Protection Notice
- 7) Federal USERRA (military rights) poster

### **Large Oregon Employers (25 or more employees)**

In addition to the postings listed above, large employers will need to post information regarding:

- 1) Oregon Family Leave Act
- 2) Federal Family and Medical Leave Act

### **Agricultural Employers**

In addition to most of the postings listed for large employers, agricultural employers need to display the following additional notices:

- 1) Migrant & Seasonal Agricultural Worker Protection Act Poster
- 2) Field Sanitation Notice
- 3) "Protect yourself from pesticides" Poster
- 4) BOLI Notice to Agricultural Employees



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.

**2011 Oregon Home Builders Association – Reviewed 5/2015**

## SAFETY PAGE MEETING GUIDE

Topic: Posting Requirements

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:

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Follow up on recommendations from last safety meeting:

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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.



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## SAFETY PAGE MEETING GUIDE

Topic: Wrench Safety

Employer: \_\_\_\_\_ Project: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Shift: \_\_\_\_\_

Number in crew: \_\_\_\_\_ Number attending: \_\_\_\_\_

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Supervisor's remarks: \_\_\_\_\_

Supervisor: \_\_\_\_\_ (Print)      \_\_\_\_\_ (Signature)

# Hand-Held Grinder Safety

## OHBA Safety Pages

Hand-held grinders can cause serious injury if used incorrectly. By following the safe work practices listed below, you can help reduce the risk of injuring yourself or others while using these powerful tools.

### Safe work practices

- ✓ Always handle and use equipment with care.
- ✓ Follow the manufacturer's recommendations for use, maintenance, and personal safety (including guards).
- ✓ Keep combustible materials away from the grinding area. Sparks may cause a fire.
- ✓ Never remove manufacturers' guards from grinders while operating.
- ✓ Ensure grinding wheels/discs are in good condition. Inspect them for chips, cracks, and loose retainers prior to use.
- ✓ Grinding generates dust. Protect yourself with proper respiratory protection and ventilation.
- ✓ Always check the machine's rated speed against the recommended maximum safe operating speed marked on the wheel or disc.



### Personal protective equipment

- ✓ Always wear hearing, eye, and face protection that is appropriate for the grinding work you're doing.
- ✓ Respiratory protection may be required if your grinding work puts you at risk of inhaling harmful substances (e.g., dust, metal fumes, or chemicals).
- ✓ Secure loose clothing, and remove ties, rings, watches, and other jewelry.
- ✓ If you're not sure what type of personal protective equipment you need, ask your supervisor or employer.



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## SAFETY PAGE MEETING GUIDE

Topic: Hand-Held Grinder 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)

# Working safe is so easy, even a Caveman can do it.

Maintain 3-points of Contact When Climbing Ladders  
Report All Injuries, Accidents and Near Mishaps Immediately  
Keep All Body Parts Clear From Pinch Points  
Correct Any Identified Hazards Immediately  
Stay Out of Equipment's Blind Spots  
Keep Machine Guarding in Place  
Never Rush or Take Shortcuts  
Always Use the Right Tool for the Job  
Always Wear Your PPE  
Obey Speed Limits and Other Traffic Rules  
Lockout Equipment  
Always Wear Your Seatbelt  
Always Work as a Team  
Conduct Pre-Use Inspections of All Needed Equipment  
Maintain a High Standard of Housekeeping Around the Job Site  
De-Energize Electrical Equipment Before Servicing!  
Never Work On an Elevated Surface Without Proper Fall Protection  
Never Try to Lift an Object of Excessive Weight or Size by Yourself.  
Don't Be Afraid to Ask for Help; GET HELP FOR HEAVY LOADS.



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