



Safety Pages

March 2016

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Safety Pages:

- Safe Use of Portable Circular Saws..... P. 2-3
- Safe Use of Pneumatic Nailing & Stapling Equipment P. 4-5
- Power Hand Drill Safety P. 6-7
- Benefits of Good Housekeeping

Safety Article

- Safely Operating Forklift in the Workplace P. 8

Don't forget to post a copy of your OSHA 300-A, which summarizes your company's job-related injuries and illnesses logged during 2015. The summary must be displayed each year between Feb. 1 and April 30 in a common area where notices to employees are usually posted. Businesses that never had more than 10 employees during the last calendar year, including temporary employees, and businesses in certain low-hazard industries are exempt from the requirements.



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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Safe Use of Portable Circular Saws

OHBA Safety Pages



- Permit only trained and experienced workers to operate a saw.
- Wear proper eye and hearing protection, and when required, respiratory protection.
- Use sharp blades designed for your work and recommended by the tool manufacturer.
- Check the retractable lower blade guard before use. Make sure that it works correctly.
- Allow the saw to reach full power before cutting.
- Make sure the lower blade guard is fully returned before laying down the saw.
- Disconnect the power supply before adjusting or changing the blade.
- Keep all electrical cords clear of the cutting path.
- Use both hands to operate the saw.
- Keep the saw blade guards and motor clean and free of sawdust.
- Secure the work while cutting.
- Do not fix or hold the retractable lower blade guard in the open position.
- Do not place your hand under the shoe or guard of the saw while the saw is connected to the power supply.
- Do not over tighten the saw blade locking nut.
- Do not twist the saw while cutting to change direction or saw alignment unless the blade is designed for that purpose.
- Do not use a saw that vibrates or is defective.
- Do not force the saw during cutting.
- Do not cut materials without first checking for obstructions or foreign objects such as nails and screws in the cutting path of the saw.
- Do not carry portable circular saws with hands or fingers on the trigger switch.



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.

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

SAFETY POINTER MEETING GUIDE Topic: Saw Safety

Project: _____ Address: _____

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, and work practices:

Follow up from last safety meeting:

Record of those attending:

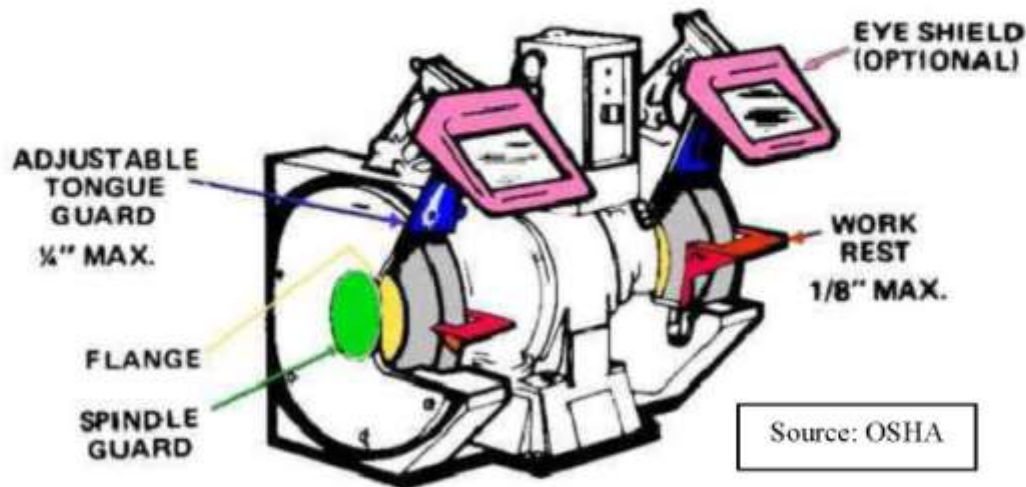
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Supervisor's remarks: _____

Supervisor: _____
(Signature)

OHBA Safety Pages

Bench & Pedestal Grinder Safety General Inspection & Maintenance



- ✓ Side guards cover the spindle, nut and flange, plus 75% of the wheel diameter.
- ✓ Work rest in place and kept adjusted to within 1/8" of the wheel.
- ✓ Tongue guard in place and kept to within 1/4" of the wheel.
- ✓ Verify the maximum RPM rating of each abrasive wheel is compatible with the RPM Rating of the grinder motor.
- ✓ Before new abrasive wheels are mounted be sure to visually inspect and ring test.
- ✓ As the wheel wears down, readjust the tool rest and tongue guards. When you can no longer adjust them, time to replace the wheel.
- ✓ Bench & Pedestal grinders need to be permanently mounted to prevent them from moving while in operation.
- ✓ Goggles or face shields should always be worn when grinding.
- ✓ Maintain the work area so that it is free of clutter and the accumulation of debris.



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SAFETY PAGE MEETING GUIDE

Topic: Bench & Pedestal Grinder Safety

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:

Follow up on recommendations from last safety meeting:

Record of those attending:

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Supervisor's remarks:

Supervisor: _____ (Print) _____ (Signature)

Power Hand Drill Safety

OHBA Safety Pages

- ✓ Wear proper eye and hearing protection.
- ✓ Keep drill vents clear to maintain adequate drill ventilation.
- ✓ Keep drill bits sharp at all times.
- ✓ Keep electrical cords clear of the drilling area.
- ✓ Secure the material being drilled to prevent movement.
- ✓ Slow the rate of feed before breaking through the surface.
- ✓ Drill a small pilot hole before drilling large holes.
- ✓ Disconnect the power supply before changing or adjusting the drill bit or other attachments.
- ✓ Remove the chuck key before connecting the drill to the power supply.
- ✓ Do not use a bent or damaged drill bit.
- ✓ Do not exceed the manufacturer's recommended maximum drilling capacities.
- ✓ Do not use high speed steel bits without cooling or lubrication.
- ✓ Do not reach under or around material being drilled.
- ✓ Do not overreach. Keep proper footing and balance at all times.
- ✓ Do not drill with one hand while holding the material with the other.



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2015 Oregon Home Builders Association – Reviewed 10/2015 – 051 Power Hand Drill Safety

SAFETY PAGE MEETING GUIDE

Topic: Power Hand Drill Safety

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:

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Supervisor's remarks: _____

Supervisor: _____ (Print) _____ (Signature)

Benefits of Good Housekeeping

OHBA Safety Pages

The lack of proper housekeeping on the job is one safety hazard common to all construction sites and manufacturing shops. Good housekeeping is one item that can help improve not only the safety on the job, but also the morale and productivity of the job.

- Helps to limit potential of slips, trips and falls from spills or cluttered floor or ground areas.
- Increases production and efficiency of the operation. Time is not spent maneuvering over or around someone else's mess or looking for proper tools and materials.
- Helps to prevent a fire that could cause an injury and/or shut down the job site.
- Creates a good "first impression" of workplace environment and reflects well on the quality of work.
- Keep scrap lumber with protruding nails separate from other debris; bend nails over or remove from lumber.
- Keep all waste debris in neat piles and away from the immediate work area.
- Store materials only in their designated areas.
- Place trash barrels where needed to eliminate food and other lunch debris.
- Keep tools and equipment stored neatly.
- Keep extension cords from being trip hazards. If necessary, run them overhead; same applies to air compressor hoses.
- Don't let trash and debris build up. If it does, make an extra effort to get it cleaned up.

Good Housekeeping Can:

- Help to prevent minor injuries like cuts, punctures, slivers.
- Help prevent major accidents like slips, trips, falls and fires.
- Also help to prevent strains and sprains from not having to lift, push or pull material or equipment from around or over debris.



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2016 Oregon Home Builders Association – Reviewed 3/2016 – 053 Housekeeping

SAFETY POINTER MEETING GUIDE

Topic: Benefits of Good Housekeeping

Project: _____ Address: _____

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, and work practices:

Follow up from last safety meeting:

Record of those attending:

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Supervisor's remarks: _____

Supervisor: _____
(Signature)

Safely Operating Forklift in the Workplace

Training and Evaluation

Forklift operators must have classroom instruction, hands-on training, and an evaluation to determine their competency. The evaluation must take place in the workplace so the trainer can observe the operator perform typical tasks in the operator's environment. Someone other than the employer can do the training and the evaluation; however, training out of the workplace must be supplemented with on-site training that covers site-specific hazards and tasks the operator will be performing.

The employer must certify that each operator has been trained and evaluated. The certification must include the operator's name, the trainer's name, and the training and evaluation dates. Operators must be re-evaluated at least once every three years and receive refresher training:

- When the operator is observed operating the forklift unsafely

- After a forklift accident or near-miss incident
 - When the operator is assigned to operate another type of forklift
 - When there is a change in the workplace that could affect the safe operation of the forklift
- Agricultural employers must provide refresher training at least annually.



Qualifications for Trainers

Trainers must have the knowledge, training, and experience necessary to train and evaluate forklift operators. Their experience should include the practical skills and the judgment they have shown to operate the equipment safely. Outside certification as a trainer is not required.

Pedestrian Safety

Most forklift-related incidents in Oregon involve pedestrians. Establish clear, separate pathways for pedestrians and forklifts. High visibility apparel should be worn when walking outside of designated walkways. Minimize blind spots and highlight intersections and restricted areas. If there is a right-of-way, ensure that everyone is aware of it. Otherwise, require the operator to make eye contact with the pedestrian (and get acknowledgment) before moving the forklift.

Using Seatbelts

Seatbelts and other restraint systems should be used when they are provided. Seatbelts keep the operator in the cab during a tip over and prevent the operator from being thrown from the seat. Manufacturers' operating manuals also warn operators to use seatbelts; operators must be trained in the manual's instructions, warnings, and precautions.

Lifting Workers with a Forklift

Unless prohibited by the forklift manufacturer, workers can be lifted on a platform. The platform must be firmly secured to the lifting carriage or the forks, equipped with guardrails, and have a barrier that prevents bodily contact with the mast. The operator must stay with the forklift when workers are on the platform. The combined weight of the platform and workers should be less than one-half of the forklift's rated capacity.