



# SAFETY PAGES

## January 2020 Safety Pages

How to Safely Remove Snow from Roofs .....	pg. <a href="#">2-4</a>
Seven Common Accident Causes.....	pg. <a href="#">5-6</a>
Hand Safety.....	pg. <a href="#">7-8</a>
Posting Requirements .....	pg. <a href="#">9-12</a>
Silica Safety.....	pg. <a href="#">13-14</a>

Remember if you have any safety suggestions, questions or concerns please let us know. In addition, if you have a safety topic that you would like covered in a Safety Page for training purposes let us know and we will develop one. Topics to our inventory of monthly Safety Pages are continually being added.



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.

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# OHBA Safety Pages: How to Safely Remove Snow from Roofs

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Snow that piles up on rooftops can cause significant damage to the structure and can be a life-threatening hazard if the building collapses under the snow's weight, or the snow slides off the roof onto an unsuspecting pedestrian.

However, removing snow from roofs is also hazardous. Falls are responsible for most injuries, but workers have been injured and killed when a roof collapses while they are removing the snow. Other hazards related to snow removal include:

- Amputations and eye injuries caused by snow blowers
- Collapses or tip-overs involving aerial lifts
- Entrapment and suffocation under loose snow falling from roof
- Shock and electrocution from energized power lines and damaged extension cords
- Frostbite or hypothermia from cold and wind
- Overexertion injuries from shoveling snow

## Is snow removal a maintenance or construction activity?

Removing snow from a roof is typically considered a maintenance activity, which means Oregon OSHA's general occupational safety and health rules apply. It's important to remember that these rules require workers to be protected from falling when they are working at heights of four feet or more above a lower level. You'll find the requirement in Division 2, Subdivision D, 1910.28, Duty to have fall protection.

However, on construction sites where snow must be removed to begin or continue construction work, Oregon OSHA's construction rules apply and workers must be protected from falling when they are six feet or more above a lower level. You'll find the requirement in Division 3, Subdivision M, 437-003-1501, Fall protection.

## How to protect workers from falls

Many workers who remove snow from roofs are inexperienced and do not understand the risks of working at heights or how to protect themselves from falling. So, it's critical that employees who may be required to shovel from roofs know what to do to accomplish the work, the risks of working at heights, and how to protect themselves from falling before they get on the roof.

Considerations for a typical snow removal project include:

- What tools and equipment are necessary to remove the snow?
- Have the workers been trained to safely remove the snow?
- If a snow blower/other heavy equipment is necessary to remove snow, how will it be moved to the roof?
- Will the roof support the weight of the workers and their equipment?
  - Are there skylights or vents that workers could fall through hidden by snow?
- Are there trip hazards on the roof that need to be identified or removed?
- How will people on the ground be protected from snow removed from the roof?

## Reducing the risk of a fall

The best strategy for protecting workers from falls is to eliminate the fall risk by having them work from the ground. When they're feasible, roof rakes are the best option for removing snow from roof edges.

## Using personal fall-arrest systems

Personal fall-arrest systems are the most common type of fall protection and most workers who regularly do roofing work know how to use it. But that might not be the case for workers who do an occasional snow-removal job.

Anyone who uses a personal fall-arrest system should know:

- How to select and install a secure anchorage
- How to select and use connectors
- How to put on and use a full-body harness
- How to correctly attach and use a lanyard
- When a deceleration device is necessary
- How to use a lifeline
- The correct procedures for using retractable devices
- How to estimate fall distances
- How to avoid swing falls
- How to inspect and maintain the system
- What to do in a fall-arrest emergency

## Understanding snow load

The combined weight of snow, workers, and their equipment can cause an unstable roof to collapse. Snow load is the weight of snow, usually expressed in pounds per square foot. Although the weight of snow on a roof depends on factors such as the water content of the snow, how much snow has melted and refrozen, and the roof slope, it is possible to estimate snow load.

One way to estimate the snow load is to cut a 1-foot by 1-foot square – the full depth of the snow – from the roof, put it in a plastic bag, and then weigh the bag. The weight is a good indication of the snow load per square foot on the roof.

The amount of weight that a roof can safely support is based on local building code requirements; the roof must have the strength to support the snow, the workers, and their equipment.

One way to reduce the stress on the roof is to remove the snow uniformly and avoid making snow piles. Workers should be alert for unexpected sounds or movement that could indicate the roof is unstable or unbalanced.

## Electrical hazards

Always use extreme caution when working near power lines.

- Assume power lines, wires, and other conductors are energized, even if they appear to be insulated.
- Use snow rakes with nonconductive poles and designate a worker as a monitor to ensure that people and equipment are at least 10 feet away from a power line.
- Make sure that all electrically powered equipment is grounded and includes a ground-fault circuit interrupter (GFCI) in the circuit.

*Source: Oregon OSHA Health and Safety RESOURCE*



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# OHBA Safety Pages: Seven Common Accident Causes

## Introduction:

Consider this statistic: 80 out of every 100 accidents are the fault of the person involved in the incident. Unsafe acts cause four times as many accidents and injuries as unsafe conditions.

Accidents occur for many reasons. In most industries people tend to look for "things" to blame when an accident happens, because it's easier than looking for "root causes," such as those listed below.

Consider the underlying accident causes described. Have you been guilty of any of these attitudes or behaviors? If so, you may have not been injured...but next time you may not be so lucky.



## Main Message:

1. **Taking Shortcuts:** Every day we make decisions we hope will make the job faster and more efficient. But do time savers ever risk your own safety, or that of other crew members? Shortcuts that reduce your safety on the job are not shortcuts but an increased chance for injury.
2. **Being Over-Confident:** Confidence is a good thing. Overconfidence is too much of a good thing. "It'll never happen to me" is an attitude that can lead to improper procedures, tools, or methods in your work. Any of these can lead to an injury.
3. **Starting a Task with Incomplete Instructions:** To do the job safely and right the first time you need complete information. Have you ever seen a worker sent to do a job, having been given only a part of the job's instructions? Don't be shy about asking for explanations about work procedures and safety precautions. It isn't dumb to ask questions; it's dumb not to.
4. **Poor Housekeeping:** When clients, managers or safety professionals walk through your work site, housekeeping is an accurate indicator of everyone's attitude about quality, production and safety. Poor housekeeping creates hazards of all types. A well maintained area sets a standard for others to follow. Good housekeeping involves both pride and safety.
5. **Ignoring Safety Procedures:** Purposely failing to observe safety procedures can endanger you and your co-workers. You are being paid to follow the company safety policies-not to make your own rules. Being "casual" about safety can lead to a casualty!
6. **Mental Distractions from Work:** Having a bad day at home and worrying about it at work is a hazardous combination. Dropping your 'mental' guard can pull your focus away from safe work procedures. You can also be distracted when you're busy working and a friend comes by to talk while you are trying to work. Don't become a statistic because you took your eyes off the machine "just for a minute."
7. **Failure to Pre-Plan the Work:** There is a lot of talk today about Job Hazard Analysis. JHA's are an effective way to figure out the smartest ways to work safely and effectively. Being hasty in starting a task, or not thinking through the process can put you in harms way. Instead, Plan Your Work and then Work Your Plan.

**"It is better to be careful 100 times than to get killed once." Mark Twain**



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# OHBA Safety Pages: Hand Safety

## **Introduction:**

Protecting your fingers and hands is important for your work and quality of life. Work-related hand injuries are one of the leading reasons workers end up in the emergency room and miss work. Damage to the nerves in your fingers and hands, loss of a finger, a skin burn or allergic reaction, can negatively impact the quality of your work, your productivity – or worse – end your career and seriously detract from your quality of life. The cost of these types of injuries and illnesses to the construction industry is estimated in the hundreds of millions of dollars each year.



## **Main Message:**

- Always stay alert and focused on keeping your hands safe – not just at the start of work or a task.
- Keep guards on machinery and power tools in place – Don't remove or reposition them. • Use tools and equipment designed for the work being performed and use them as instructed by your supervisor and/or the manufacturer.
- Don't put your hands or fingers near the moving parts of a power tool or equipment. Make sure machinery, equipment and power tools are completely off before you try replacing, cleaning or repairing parts – follow lock-out/ tag-out procedures.
- Identify safety features on tools and equipment before you use them, such as emergency off switches.
- Check tools and equipment to make sure they are in proper working order before beginning a task.
- Keep hands and fingers away from sharp edges (blades, protruding nails, etc.). Never cut toward the palm of your hand.
- Select hand tools that are ergonomic for your hand (the right size, lowest weight, and have features such as grips, anti-vibration handles, handle angles that allow you to work without your wrist bent.)
- Wear gloves that fit your hand and are right for the work being performed – not all gloves protect against all hazards.
- Do not wear rings, other jewelry or lose articles of clothing that could get caught on a moving object.



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# OHBA Safety Pages: Posting Requirements

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Many state and federal agencies, such as Oregon-OSHA and BOLI, require that employers display certain posters that convey information to employees about their rights. This month's Safety Page 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**

### **Minimum Wage Poster**

**Required by:** Oregon Bureau of Labor and Industries (BOLI) **Summary:** Summarizes Oregon law on minimum wage, overtime, and lunches/breaks. **Obtain:** Nearest BOLI office or at [http://www.oregon.gov/boli/TA/Pages/Req\\_Post.aspx](http://www.oregon.gov/boli/TA/Pages/Req_Post.aspx)

### **Job Safety and Health poster, "It's the Law"**

**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 Oregon-OSHA office or at <http://osha.oregon.gov/essentials/Pages/posting-requirements.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 or at [http://www.oregon.gov/boli/TA/Pages/Req\\_Post.aspx](http://www.oregon.gov/boli/TA/Pages/Req_Post.aspx)

### **2016 Oregon Family Leave Act (OFLA) 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 or at [http://www.oregon.gov/boli/TA/Pages/Req\\_Post.aspx](http://www.oregon.gov/boli/TA/Pages/Req_Post.aspx)

### **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). Post the address of your work facility or job site. You must also post the name of your qualified first aid person.

### **OSHA 300A 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 1st – April 30th. **Obtain:** At your nearest Oregon-OSHA Office or at <http://osha.oregon.gov/OSHAPubs/3353.pdf>

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

**Required by:** Oregon Workers' Compensation Division **Summary:** This notifies employees that you are in compliance with workers' compensation law. **Obtain:** Employers receive this notice from the Workers' Compensation Division after they purchase workers' compensation insurance. Employers not receiving the notice or requiring a duplicate notice should contact the Workers' Compensation Division.

Order Form is available at <https://wcd.oregon.gov/employer/Pages/noc-poster.aspx> for your Workers Compensation Notice and information about the Notice of Compliance poster. You can also contact them at: Workers' Compensation Division, Employer Compliance, 503-947-7815 or 888-877-5670 <http://www.wcd.oregon.gov>

### **Employment Insurance Notice (Form 11)**

**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:** The Employment Department automatically sends this notice after an account is set up or reopened. Employers can order a duplicate if necessary. When ordering a duplicate, employers will need their business identification number.

You will find additional information and an order form at [www.oregon.gov/employ/tax](http://www.oregon.gov/employ/tax). You can also contact them at:

Employment Department, Unemployment Insurance Tax Unit, Forms Hotline: 503-947-1488, Option 3

### **No Smoking or Vaping poster/decal**

**Required by:** Department of Human Services, Health Department **Summary:** Required for all businesses under Oregon's Smokefree Workplace Law to prohibit smoking or vaping in the workplace and within 10 feet of all entrances, exits, windows and air intake vents. **Obtain:** Oregon Health Authority or at

<http://public.health.oregon.gov/PreventionWellness/TobaccoPrevention/EducationalResources/Pages/index.aspx>

For additional information, contact: Health Services, Oregon's Smokefree Workplace

[www.healthoregon.org/tobacco](http://www.healthoregon.org/tobacco)

866-621-6107 Information Line

877-270-7867 Quit Smoking Program

## **FEDERAL**

### **Federal Minimum Wage poster**

**Required By:** U.S. Department of Labor **Summary:** Details of the provisions of the federal minimum wage law. **Obtain:** U.S. Department of Labor at

[http://www.dol.gov/whd/regs/compliance/posters/flsa.htm#\\_UMeqPeRJM1](http://www.dol.gov/whd/regs/compliance/posters/flsa.htm#_UMeqPeRJM1)

### **Employee Polygraph Protection Act poster**

**Required by:** U.S. Department of Labor **Summary:** Summarizes employee's right to be free from polygraph (lie detector) examination during employment screening or during the course of employment. **Obtain:** U.S. Department of Labor at

<https://www.dol.gov/whd/regs/compliance/posters/eppa.htm>

### **"Equal Employment Opportunity is the Law" poster**

**Required by:** Equal Employment Opportunity Commission (EEOC) **Summary:** Summarizes the laws related to employment discrimination. **Obtain:** EEOC (800-669-3362) and at

<https://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf>

### **Family and Medical Leave poster**

**Required by:** U.S. Department of Labor **Summary:** Details the provisions for taking leave. For employers with 50 or more workers. **Obtain:** U.S. Department of Labor at

<https://www.dol.gov/whd/regs/compliance/posters/fmla.htm>

### **The Uniformed Services Employment and Reemployment Rights Act (USERRA) poster**

**Required by:** US Department of Labor, Veteran's Employment and Training Service **Summary:** Employers are required to provide to persons entitled to the rights and benefits under USERRA, a notice of the rights, benefits and obligations of such persons and such employers under USERRA. **Obtain:** U.S. Department of Labor at

<http://www.dol.gov/vets/programs/userra/poster.htm>

Additional posting requirements may apply to some contractors. And if you contract with the federal government, or work on property owned by the federal government, you may also be required to have additional posters. You can download all required posters as PDF files through BOLI's website.

[http://www.oregon.gov/boli/TA/Pages/Req\\_Post.aspx](http://www.oregon.gov/boli/TA/Pages/Req_Post.aspx)

## **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

### **Composite Posters for all Commonly Require Posters**

To make staying compliant as easy as possible BOLI's Technical Assistance program produces three composite posters that combine all the commonly required postings into one for small employers, large employers, or agricultural employers. The poster cost either \$15.00 or \$20.00, plus shipping and handling. Previews and ordering information are available on the TA Publications Page

[https://www.oregon.gov/boli/TA/Pages/T\\_Tabooks.aspx](https://www.oregon.gov/boli/TA/Pages/T_Tabooks.aspx).



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# OHBA Safety Pages: Silica Safety

**What Is Silicosis?** Silicosis is lung damage caused by breathing dust containing extremely fine particles of crystalline silica. Crystalline silica is found in materials such as concrete, masonry, rock, some types of counter tops, ceramic tile, drywall joint compound, etc. When these materials are cut, drilled, ground, or sanded they can leave a fine dust suspended in the air. Breathing in these fine particles can produce lung damage.



**How Do Construction Workers Get Exposed?** Silica is a basic component of soil, sand and granite. Most crystalline silica comes in the form of quartz. Common sand can be as much as 100 percent quartz, therefore there are many ways to be exposed at construction sites. Silica occurs in many commonly used building products including mortar, grout, cement, stucco, plaster, bricks/blocks, rocks/stones, ceramic tile, drywall joint compound, and fiber-cement board, as well as sandblasting materials.

**Some Activities In Which Silica Dust May Be Present In The Air:**

- Masonry work (e.g. mixing mortar, cutting brick/block, tuck pointing, etc.)
- Concrete work (e.g. sawing, grinding, drilling, jack-hammering, etc.)
- Dry sweeping of concrete, mortar and sand
- Demolition of concrete and masonry structures or plaster ceiling/walls
- Sanding/finishing drywall joints
- Loading, hauling and dumping rock/stones as well as back fill against foundation walls, etc.
- Sawing fiber-cement board, stone or tile

**How Can Silica Exposure Be Reduced or Eliminated?** The key to silicosis prevention is to prevent silica dust from becoming airborne. The Occupational Safety and Health Administration (OSHA) requires administrative or engineering controls be used whenever possible. A simple control may work: Example: A water hose to wet dust down at the point of generation. Some additional steps you can take to protect yourself:

- If in construction following the control measures in Table 1 of the OSHA Standard that is associated to your work tasks.
- Or, conducting an Industrial Hygiene (IH) survey in determining this hazard in your normal work operations. An IH survey should be done to determine air concentrations of respirable crystalline silica. From this data an employer can determine the proper protection plan for their employees. These IH surveys can be conducted by your workers' compensation provider, Oregon-OSHA or a safety consulting firm.
- Always use the dust control systems, which are available for many types of dust generating equipment and keep it in good maintenance.
- When sawing concrete or masonry, use saws that provide water to the blade.
- Use local exhaust ventilation or vacuum systems that met the requirements in the Standard to prevent dust from being released into the air.
- Minimize exposures to nearby workers by using good work practices.
- Use abrasives containing less than 1 percent crystalline silica during abrasive blasting to prevent harmful quartz dust from being released in the air.

Only use respirators as directed in Table 1, or IH Survey Requirements, etc. Employees using respirators must be included in a Respiratory Protection Program that is compliant to 29 CFR 1910.134, *Respiratory Protection*, as adopted by the Oregon OSHA. This program should include medical screening, fit-testing, employee training, employee exposure data, and a cartridge change-out schedule. Refer to the manufacturer to determine a filter change out schedule.



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