



SAFETY PAGES

November 2019
Safety Pages

Drowsy Driving pg. [2-3](#)
Office Safety pg. [4-5](#)
Avoiding Back Injury at Work pg. [6-8](#)
Power Hand Drill Safety pg. [9-10](#)

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.

Brad Nanke, Oregon Home Builders Association, Safety Consultant
2075 Madrona Ave. SE STE. 150, Salem, Oregon 97302 541.971.6669 cell 503.362.5120 fax www.oregonhba.com

OHBA Safety Pages: Drowsy Driving

According to the National Sleep Foundation's 2005 Sleep in America poll, 60% of adult drivers – about 168 million people – say they have driven a vehicle while feeling drowsy in the past year, and more than one-third, (37% or 103 million people), have actually fallen asleep at the wheel! In fact, of those who have nodded off, 13% say they have done so at least once a month. Four percent – approximately eleven million drivers – admit they have had an accident/near accident because they dozed off or were too tired to drive.

The National Highway Traffic Safety Administration conservatively estimates that 100,000 police-reported crashes are the direct result of driver fatigue each year. This results in an estimated 1,550 deaths, 71,000 injuries, and \$12.5 billion in monetary losses. These figures may be the tip of the iceberg, since currently it is difficult to attribute crashes to sleepiness.

- There is no test to determine sleepiness as there is for intoxication, i.e. a "Breathalyzer".
- State reporting practices are inconsistent. There is little or no police training in identifying drowsiness as a crash factor.
- Self-reporting is unreliable.
- Drowsiness/fatigue may play a role in crashes attributed to other causes such as alcohol. About one million such crashes annually are thought to be produced by driver inattention/lapses.
- According to data from Australia, England, Finland, and other European nations, all of whom have more consistent crash reporting procedures than the U.S., drowsy driving represents 10 to 30 percent of all crashes.

Who is at Risk?

Sleep related crashes are most common in young people, especially men, adults with children and shift workers. According to the NSF's 2002 poll:

- Adults between 18-29 are much more likely to drive while drowsy compared to other age groups.
- Men are more likely than women to drive while drowsy (56% vs. 45%) and are almost twice as likely as women to fall asleep while driving (22% vs. 12%).
- Adults with children in the household are more likely to drive drowsy than those without children.
- Shift workers are more likely than those who work a regular daytime schedule to drive to or from work drowsy at least a few days a month (36% vs. 25%).
- Sleep deprivation increases the risk of a sleep-related crash; the less people sleep, the greater the risk.
- According to a study by the AAA Foundation for Traffic Safety, people who sleep six to seven hours a night are twice as likely to be involved in such a crash as those sleeping 8 hours or more, while people sleeping less than 5 hours increased their risk four to five times.
- A study in Australia showed that being awake for 18 hours produced an impairment equal to a blood alcohol concentration (BAC) of .05, and .10 after 24 hours; .08 is considered legally drunk.

Nearly three-quarters of adults in America (71%) drive a car to and from work, and many are drowsy drivers, according to NSF's 2001 Sleep in America poll. More than one-fourth of these respondents (27%) said they have driven drowsy to or from work at least a few days a month, 12 percent drove drowsy a few days a week, and four percent said they drove drowsy every day or almost every day.

Sleep deprivation and fatigue make lapses of attention more likely to occur and may play a role in behavior that can lead to crashes attributed to other causes.

Drowsy Driving Crashes Can Result in High Personal and Economic Costs

- Several drowsy driving incidents have resulted in jail sentences for the driver.
- Multi-million dollar settlements have been awarded to families of crash victims from lawsuits filed against individuals as well as businesses whose employees were involved in drowsy driving crashes.



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.

SAFETY PAGE MEETING GUIDE

Topic: Drowsy Driving

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:

Name: (please print)	Signature:	Company:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Supervisor's remarks: _____

Supervisor: _____ (Print) _____ (Signature)

OHBA Safety Pages: Office Safety

- Replace broken or defective chairs immediately
- Only open one file cabinet drawer at a time. If more are opened the file cabinet could tip over.
- Never use a chair, desk, box, bucket or other object in place of a ladder, stool or portable stairs to reach high areas.
- Keep floors clean and free of slip hazards; such as spilled beverages, rainwater, etc. Clean up all spills immediately.
- Keep aisles, hallways, and stairs clear of clutter, debris, and trip hazards such as wastebaskets, electrical and computer cords, footstools, office supply boxes and open drawers.
- Use cord covers to run cables and wires across floors to protect them and eliminate trip hazards.
- Avoid overloading electrical outlets or power strips.
- Close file, desk and cabinet drawers when not in use.
- Report to a supervisor immediately, torn or loose carpets, curled walk off mats, loose tile, uneven floor surfaces or any other conditions that could cause a slip, trip or fall.
- Always walk, no running.
- Do not enter production or shop areas unless you have received proper safety orientation and training. Remember to wear your Personal Protective Equipment, i.e. safety glasses, ear plugs, hard hat, as required.
- If an injury occurs, report it immediately to your supervisor.



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.

SAFETY PAGE MEETING GUIDE

Topic: Office 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:

Name: (please print)	Signature:	Company:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Supervisor's remarks: _____

Supervisor: _____ (Print) _____ (Signature)

OHBA Safety Pages: Avoiding Back Injury at Work

The key to avoiding back injury at work is to always plan ahead. Know how to handle a situation before it happens, that way when something does come up you will be able to make the best possible decision based on the new circumstances.

What is the first plan of action that you must use when you see a load that could pose a risk of injury?...

The safest way to handle the situation is to use whatever form of mechanical means that you have available to you. This means using excavators, loaders, forklifts, dollies, come-alongs, pry-bars, etc. etc. Always use machinery or equipment as your first defense against back injury at work.

What is the second plan of action that you must use when you see a load that could pose a risk of injury?...

Ask a fellow crewmember to help you lift the load. As a rule of thumb, a worker can safely lift 50 lbs. without serious concern of back injury. Therefore, if a piece of equipment weighs 140 lbs., 3 workers should be available to lift the weight. All crewmembers should also be watching out for one another and should offer to help out if they see someone else trying to lift something that is too heavy.

What is the third plan of action that you must use when you see a load that could pose a risk of injury?...

Discuss the situation with your supervisor. Never hesitate to talk to your supervisor if you feel that lifting a load could be dangerous. Any reasonable supervisor will listen to your concerns and find a safer way of handling the situation.

Remember... NO ONE IS GOING TO THANK YOU IF YOU INJURE YOURSELF!

Everyone should go home safely at the end of the day, so always remember to use caution and follow the above three steps before lifting anything that could pose a risk of injury.



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.

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:

Name: (please print)	Signature:	Company:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Supervisor's remarks: _____

Supervisor: _____

(Print)

(Signature)

OHBA Safety Pages: Power Hand Drill Safety

- ✓ 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.



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 applicable laws,

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:

Name: (please print)	Signature:	Company:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Supervisor's remarks: _____

Supervisor: _____ (Print) _____ (Signature)