

Sample Construction Site Safety Orientation

Each construction site will have different rules pertaining to safety management and enforcement. Since it is not a requirement for everyone – from the client to the construction worker – to read the project manual in its entirety, below are typical items that are meant for review during the orientation process before anyone is allowed on the construction site.

GENERAL

- PPE appropriate for the construction site hazards is required to be worn 100% of the time onsite, even for visiting or walking an active site during consultations. (e.g.: Hardhats, safety eyewear, leather work boots, shirts with a minimum of 4" sleeves, long pants, and non-tattered clothes).
- No emailing or texting while walking the job.
- Radios, iPods, and/or headphones are not allowed onsite.
- Smoking and/or tobacco of any kind is not allowed in the building or on site and is only allowed in designated areas outside the building. Cigarette butts must be disposed of properly.
- Eating is allowed in predetermined and designated break areas only as dictated by the Superintendent.
- Safety protection systems – like plywood barriers and protection board – are not to be removed without coordinating with the Superintendent first. This protocol exists so safety provisions can be determined and plans developed before the protective systems are removed.
- Dust and Air Quality: Barriers and work practice controls that minimize dust, vapor, or gas generation and prevent accumulation of toxic air contaminants should be reviewed with the Superintendent prior to execution.
- Emergency Action Plan: In an emergency, exit the building and assemble at a pre-determined location for a head count.
- Daily Hot Work Permits are required to be completed by the sub-contractor supervisor and Superintendent on a DAILY basis for any and all flame and/or spark producing work.

EQUIPMENT

- Scaffolding must be installed in accordance with manufacturer's recommendations and OSHA standards, using stamped shop drawings that are prepared and certified by a Professional Engineer. All scaffolding must be inspected by Safety personnel prior to use.
- Each sub-contractor shall provide their own trained and recognized Scaffold Competent Person [OSHA-defined] for the daily inspection of scaffold systems. Documented inspections must take place.
- Forklift Operator Training Documentation is required for any and all personnel that will be operating forklifts onsite. Training cards must be kept on each operator's person.
- Personnel working at heights 6' or greater without fall protection will be immediately and permanently removed from the project.

- Any person on, traveling on, or operating a scissor lift must use a fall protection system as inspected by the contractor's Competent Person [e.g., full body harness ("safety harness") and retractable lifeline or shock absorbing lanyard].
- Scissor lifts shall not travel long distances across the work areas while the work platform is elevated.

HAZARDOUS MATERIALS

- Lead Awareness training must be provided by the contractor for their personnel if they will be involved with contact or impact of lead painted surfaces.
- Contractors performing work that will impact, heat, burn, or disturb lead paint shall provide a complete Lead Exposure Assessment plan and assistance from an industrial hygienist throughout the process.
- Asbestos Awareness training must be provided by each sub-contractor at their expense if their personnel will be working near or in close proximity or contact with known or presumed asbestos containing materials. Documentation of this training must be given to the Superintendent.
- Non-Environmental Contractors are not to impact, disturb, aggravate, or remove asbestos materials.
- Notify the Superintendent immediately if any unlabeled, untagged, unmarked, or untested suspect asbestos material is observed. If loose or impacted asbestos or presumed asbestos containing materials are encountered, all workers should leave the immediate vicinity, and notify their supervisors and the Superintendent until the area is deemed safe to resume work by the Safety personnel and/or the independent Industrial Hygienist.

ACTIVITY HAZARD ANALYSIS (AHA's)

- An Activity Hazard Analysis (AHA) shall be developed for each definable feature of work as shown on the schedule of activities by each contractor and reviewed by safety personnel for completeness prior to the start of work.
- Each contractor will provide training on each AHA to the personnel involved with this activity and a documented sign-in sheet (with printed name, signature, date, and contractor) will be provided to the Superintendent before any work takes place.
- Each new person to the site must be also be trained on the AHA by the sub-contractor supervisor, with the same documentation provided to the Superintendent.
- Report any unsafe conditions to your supervisor or a Superintendent immediately.