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## Setting up Construction Safety on a New Job Site

Circle Safety will help you set up a site specific safety system for your new job site. We will help you respond to your company's occupational safety and health requirements. In doing so, we will also help you understand and come into compliance with the Virginia OSHA laws and standards. If you are the project manager or the general contractor, we will also help you coordinate the safety of your contractors. If you are a sub-contractor we can help you decide which of the following is necessary for your safety efforts.

### Here is what we recommend when you set up a new job site:

#### Start Early!

- Include your Estimator in your safety team
- Satisfy contract safety requirements prior to bidding

#### Your Safety System Documented in Writing...

- Document - in writing - all safety efforts.
- Make sure a copy of your company's safety and health manual is on site.
- Provide site specific safety information at the front of this manual, when needed.
- Make sure you have a written emergency action plan in the manual
- Consider having a "drug free workplace" policy including random testing

#### Your Posted Information....

- Post the VOSH or OSHA job site Notice
- Post details of your emergency action plan. (Use Circle Safety's form if you need one).

#### Your Emergency Action & Fire Prevention Plan...

- List emergency numbers (don't expect the 911 operator to know where you are!)
- Post a "911 Script" for caller to read from and which describes location of worksite
- Tell employees what the emergency alarm or alert systems are on this site
- Post evacuation instructions
- Note where everyone is to assembly during an emergency (provide map & post map)
- List all workers trained in First Aid & CPR (have copies of their certifications)
- Have a list of local suppliers of equipment and services necessary during emergencies
- Make contact with local fire, rescue and police to develop relationship and strategies

#### Your Basic Safety Equipment ....

- First Aid supplies including medical gloves, CPR masks, eye wash supplies
- Bloodborne Pathogens clean up kit
- Air horn or other system to be used as an emergency alarm
- Fire Extinguishers for the building (use portable yellow painted stands)
- Fire Extinguishers near temporary fuel storage
- Fire Extinguishers for enclosed mobile equipment
- PPE, appropriate for the work and the exposures
- Consider using color coding for safety equipment (yellow painted safety rails, etc)

**Your Site Services...**

- Appropriate number of lavatories and handwashing facilities
- Potable water, with paper cups and trash can immediately available
- Adequate entrances, roadways, parking and signage specific to the needs of the site
- Adequate equipment pads and good conditions for cranes, lifts and other equipment
- Adequate fuel storage locations and diking, if necessary

**Your Hazard Communication Program ...**

- Describe your program in writing
- List all chemicals in use on site (be site specific)
- Have an up-to-date MSDS for each chemical
- Be sure all chemical users have Hazard Communications training

**Your Communication with “English as a Second Language” ESL Workers...**

- See the attached information on designating “Safety Interpreters”

**Your Competent/Qualified Persons....**

- Be aware of all technical issues that require a competent or qualified person
- Maintain a list of competent/qualified persons, by technical issue
- Periodically check to make sure they are on site & performing their duties

**Your Regularly Safety Training and Safety Meetings ...**

- Make sure all workers have their relevant safety training prior to starting
- Hold employee safety orientation and project start-up safety meeting for all workers
- Make sure there are weekly tool box talks/training for workers including “ESL”
- Weekly supervisors’ project meetings should start with safety discussions
- If they occur, inform all workers of lost time accidents and how to prevent them

**Your Regularly Scheduled Safety Audits/Inspections...**

- Daily and other required inspections by competent persons – KEEP A DAILY LOG!
- Weekly checks of first aid kits & weekly checks of location of fire extinguishers
- Monthly checks of fire extinguishers
- Regularly scheduled equipment inspections
- Prompt incident/accident investigation with written report
- Regularly scheduled (i.e.: weekly, biweekly or monthly) full site safety audits with written report and photo documentation)
- Consider requesting an On Site Consultation Visit from Virginia DLI

**Your Accident/Incident Investigation Kit...**

- Have a plan for accident/incident investigation in the safety manual
- Know who is responsible for investigations including back-up investigators
- Have a check list or incident investigation form ready to use
- Have a camera and film immediately available
- Consider a portable tape recorder or video camera with audio for witness statements
- Have basic supplies ready in a “go bag” including yellow caution tape, tape measurer, camera, zip lock bags, medical gloves, etc.

**Created by: Jan Thomas, PhD, CSP**

## Federal OSHA 50 Most Frequently Cited Standards for Construction

October 2001 through September 2002. Information adapted from [www.osha.gov/oshstats/std1.html](http://www.osha.gov/oshstats/std1.html).

***Why not use this as a safety check-list on your jobsite!***

<i>Standard</i>	<i>Description</i>
<a href="#">1926.451</a>	General Requirements for all types of Scaffolding
<a href="#">1926.501</a>	Fall Protection Scope/Applications/Definitions
<a href="#">1926.651</a>	Excavations, General Requirements
<a href="#">1926.1053</a>	Ladders
<a href="#">1926.100</a>	Head Protection
<a href="#">1910.1200</a>	Hazard Communication
<a href="#">1926.652</a>	Excavations, Requirements For Protective Systems
<a href="#">1926.404</a>	Electrical, Wiring Design & Protection
<a href="#">1926.405</a>	Elec. Wiring Methods, Components & Equip, General Use
<a href="#">1926.20</a>	Construction, General Safety & Health Provisions
<a href="#">1926.503</a>	Fall Protection Training Requirements
<a href="#">1926.453</a>	Manually Propelled Mobile Ladder Stands & Scaffolds
<a href="#">1926.502</a>	Fall Protection Systems Criteria & Practices
<a href="#">1926.21</a>	Construction, Safety Training & Education
<a href="#">1926.454</a>	Training Requirements for all types of Scaffolding
<a href="#">1926.1052</a>	Stairways
<a href="#">1926.403</a>	Electrical, General Requirements
<a href="#">1910.134</a>	Respiratory Protection
<a href="#">1926.62</a>	Lead
<a href="#">1926.452</a>	Additional Requirements for Specific Scaffolding
<a href="#">1926.1101</a>	Asbestos
<a href="#">1926.102</a>	Eye & Face Protection
<a href="#">1926.416</a>	Electrical, Safety-Related Work Practices, General
<a href="#">5A1</a>	General Duty Clause (Section of OSHA Act)
<a href="#">1926.602</a>	Material Handling Equipment
<a href="#">1926.350</a>	Gas Welding & Cutting
<a href="#">1926.550</a>	Cranes & Derricks
<a href="#">1926.25</a>	Construction, Housekeeping
<a href="#">1926.701</a>	Concrete/Masonry, General Requirements
<a href="#">1926.95</a>	Criteria For Personal Protective Equipment
<a href="#">1910.178</a>	Powered Industrial Trucks
<a href="#">1926.760</a>	Steel Erection - Fall Protection
<a href="#">1926.1060</a>	Stairways & Ladders, Training Requirements
<a href="#">1926.150</a>	Fire Protection
<a href="#">1926.251</a>	Rigging Equipment For Material Handling
<a href="#">1926.300</a>	Hand & Power Tools, General Requirements
<a href="#">1926.1051</a>	Stairways & Ladders, General Requirements
<a href="#">1926.152</a>	Flammable & Combustible Liquids
<a href="#">1926.28</a>	Construction, Personal Protective Equipment
<a href="#">1926.304</a>	Woodworking Tools
<a href="#">1926.50</a>	Medical Services & First Aid
<a href="#">1926.153</a>	Liquefied Petroleum Gas
<a href="#">1926.201</a>	Signaling
<a href="#">1926.200</a>	Accident Prevention Signs & Tags
<a href="#">1926.59</a>	Hazard Communication
<a href="#">1926.850</a>	Demolition, Preparatory Operations
<a href="#">1926.351</a>	Arc Welding & Cutting
<a href="#">1926.106</a>	Working Over or Near Water
<a href="#">1926.51</a>	Sanitation
<a href="#">1926.105</a>	Safety Nets

**Virginia Occupational Safety & Health Program**  
**25 Most Frequently Cited Construction Standard**  
**October 2003 – September 2004**

*Why not use this as a safety check-list on your jobsite!*

1. 1926.501(b) Fall Protection--Unprotected sides & edges 6 ft. or more above a lower level
2. 1926.451(g) Scaffolds--Fall protection above 10 ft
3. 1926.050(c) Medical service and First Aid--in absence of an infirmary
4. 1926.1053(b) Ladder secure and rails extend three feet above landing
5. 1926.100(a) Personal Protective Equipment--No hard hat
6. 1910.1200(e) Hazard Communication--Written hazcom
7. 1910.1200(g) Hazard Communication--Material Safety Data Sheets
8. 1910.1200(h) Hazard Communication--Employee information and training
9. 1926.451(b) Scaffold Platform Construction--Fully planked
10. 1926.453(b) Aerial Lift--Fall Protection
11. 1926.451(e) Manually Propelled Mobile Scaffolds--Access
12. 1926.451(c) Scaffolds--Adequate firm foundation (mud sills or base plates)
13. 1926.150(c) Fire Extinguishers provided for each 3000SF
14. 1926.502(b) Fall Protection systems criteria and practices--Guardrail systems
15. 1926.1052(c) Stair rails and Handrails
16. 1926.451(f) Use of Scaffolds
17. 51.001(a) General Duty
18. 1926.404(f) Grounding requirements
19. 1926.050(d) First Aid Supplies
20. 1926.652(a) Protection from cave-in
21. 1926.404(b) Ground-Fault Protection
22. 1926.1101(k) Communication of hazards (asbestos)
23. 1926.025(a) Housekeeping
24. 1926.452(c) Fabricated frame scaffolds
25. 1926.452(j) Pump jack scaffolds

Source: Virginia Department of Labor and Industry  
[www.dli.state.va.us](http://www.dli.state.va.us)



## Communicating Safety



More than 10.5 million Americans speak little or no English and one in five Americans do not speak English at home.

(Bureau of Census data August 6, 2001)

Given the growing non-English-speaking population of the United States, safety training and safety programs should address the needs of employees who speak other languages.

### *Suggested Methods*

- Have multilingual employees volunteer to serve as a translator for other non-English speaking employees.
- Consider designating these volunteers “Safety Interpreters,” possibly including a pay incentive.
- Provide the “Safety Interpreters” with language specific safety training (see resources below).
- Include the “Safety Interpreters” in your company safety meetings.
- Provide “Safety Interpreters” with suggestions on how to motivate and communicate safety to their fellow employees.
- Provide Supervisors and Management with Cultural Sensitivity training, including culture specific training for areas of the world represented in your workforce.
- Provide Supervisors and “Safety Interpreters” with foreign language dictionaries that include industry specific safety terms.
- Provide employees with safety training and Tool Box Talks in their respective languages.
- Provide other, non-verbal direction when communicating safety, such as:
  - Photos or drawings of correct methods
  - Physical demonstrations of correct methods
- Interpreters and Translators are available for many languages. See [www.transinterp.com](http://www.transinterp.com)

### *Spanish Resources*

*Bureau of Labor Statistics data, posted August 14, 2001, reported a rise in fatalities among Hispanic workers – up from 730 in 1999 to 815 in 2000.*

The following links contain training documents and information written in Spanish:

The Electronic Library of Construction Occupational Safety and Health

<http://www.cdc.gov/niosh/elcosh/Spanish/index.html>

UCLA Labor Occupational Safety & Health Program Spanish Language Resource Library

<http://www.losh.ucla.edu/biblio.html>

Also see the OSHA web site for more resources

<http://www.osha.gov/SLTC/spanish/index.html>

**Virginia Department of Labor & Industry  
including VOSH program offices**

<b><u>Headquarters Office</u></b>	
Powers-Taylor Building 13 South Thirteenth Street Richmond, Virginia 23219-4101 Phone: (804) 371-2327 TDD: (804) 786-2376	Boiler Safety/Human Resources/Labor and Employment Law Fax: (804) 371-2324 Apprenticeship/Office of Legal Support/Cooperative Programs Fax: (804) 786-8418 Commissioner/Public Relations/Occupational Health Compliance/ Occupational Safety and Health Director Fax: (804) 371-6524
<b>Regional Offices</b>	
<b><u>Central Region</u></b> Northrun Office Park 1570 East Parham Road Richmond, Virginia 23228 Phone: (804) 371-3104 Fax: (804) 371-3166	<b><u>Northern Virginia Region</u></b> 10515 Battleview Parkway Manassas, Virginia 20109 Phone: (703) 392-0900 Fax: (703) 392-0308 TDD: (703) 392-0165
<b><u>Tidewater Region</u></b> Interstate Corporate Center, Building 6 6363 Center Drive, Suite 101 Norfolk, Virginia 23502 Phone: (757) 455-0891 Fax: (757) 455-0899	<b><u>Southwest Region</u></b> Brammer Village 3013 Peters Creek Road Roanoke, Virginia 24019 Phone: (540) 562-3580 Fax: (540) 562-3587 TDD: (540) 562-3585
<b>Field Offices</b>	
<b><u>Abingdon Field Office</u></b> Brookfield Square 966 West Main Street, Suite 4 Abingdon, Virginia 24210 Phone: (276) 676-5465 Fax: (276) 676-5461	<b><u>Lynchburg Field Office</u></b> 3704 Old Forest Road, Suite B Lynchburg, Virginia 24501 Phone: (434) 385-0806 Fax: (434) 385-0848
<b><u>Verona Field Office</u></b> 201 Lee Highway Verona, Virginia 24482 <b>Mailing Address:</b> Department of Labor & Industry, Valley Region P.O. Box 77 Verona, Virginia 24482 Phone: (540) 248-9280 Fax: (540) 248-9284	

## Emergency Action & Fire Prevention Plans for

This site address is: \_\_\_\_\_

*Fill out street address of this site to be used if 911 must be called. If there is no street address fill out the "911 Script" below...*

Here is how to find this site: \_\_\_\_\_

*Write in a "911 Script" which caller can use when calling 911 to explain how to get to this site*

For Rescue Squad/Fire Department, call \_\_\_\_\_

Local Hospital or immediate care clinic  
to use if transporting person for non-emergency care \_\_\_\_\_

If job site is evacuated due to emergency, all employees  
are to report to this location for further instructions \_\_\_\_\_

If Drug Testing is required due to an accident  
on the job, we will use this facility \_\_\_\_\_

**FIRE PLAN:** Immediately call fire department for all fires. Only use provided fire extinguisher if you have had fire extinguisher training. And, only use provided fire extinguisher for smoldering fires.

The *Company* responsible for this site is \_\_\_\_\_

The *Supervisor* responsible for this site is \_\_\_\_\_

The *Supervisor* can be reached by calling \_\_\_\_\_

*This form was provided by  
www.circlesafety.com*

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