



# CONSTRUCTION SAFETY ORIENTATION



## PROJECT INFORMATION

Project Address:

Date:

Employee Name:

Conducted By:

## GENERAL INFORMATION

1. All DOB and OSHA safety policies and regulations are to be adhered to at all times.
2. All employees are required to carry their SST at all times. Job-specific licenses must also be carried at all times.
3. Alcohol and/or drug use is prohibited. Impairment by alcohol and/or drugs is prohibited. If a supervisor has reasonable suspicion of alcohol and/or drug use or impairment, the employee will be dismissed from the jobsite.
4. Sexual and other unlawful harassment, such as harassment based on race, color, religion, sexual orientation, country of ancestral origin, age, disability or membership in any other group protected by applicable law is **STRICTLY PROHIBITED**. If it is discovered that an individual has violated this policy, disciplinary measures reflecting the severity of the conduct, up to and including dismissal from the job site, or termination, will be taken.
5. Weapons, fighting and horseplay are prohibited.
6. Employees are required to use the designated bathroom facilities. Urinating on walls or floors of the jobsite is strictly prohibited.
7. All workers must know muster point in case of emergency.

## INCIDENT REPORTING

1. Any incident, including near misses, must be reported to your supervisor immediately. Failure to report an incident promptly will result in disciplinary action. The project superintendent is responsible for reporting the incident to the appropriate parties.
2. A detailed incident report must be completed by the employee and the project superintendent as soon as possible. All incident reports must be forwarded to the appropriate parties within 24 hours. Failure to do so will compromise proper incident handling and, in the event of worker injury, may impact his/her ability to receive the proper medical treatment and financial support.
3. First Aid kits are to be provided by the employer. If First Aid treatment is insufficient, the employee must be taken to either a nearby occupational health center or an emergency room. The employee must be accompanied by the superintendent, or a person designated by the superintendent. Employees are responsible to know the location of first aid kits on the jobsite.

## PPE

1. ANSI (Z89.1) approved hardhats will be worn at all times.
2. ANSI (Z87.1) approved safety glasses will be worn at all times. Face shields, in addition to safety glasses, will be worn during overhead work, grinding, and the use of chop/demolition saws.
3. Work gloves will be worn at all times.
4. Work boots will be worn at all times. Use of steel toe protection (ANSI Z41 / ASTM F2413) is at employee discretion, unless required on specific job.
5. High visibility vests are required on a project specific basis.
6. Respiratory protection will be worn when required. Voluntary respiratory protection (dust mask) is encouraged; however, the employee must complete the Appendix D document to acknowledge the potential hazards of respiratory protection.

## FALL PROTECTION

1. Fall protection is required when working above 6', except on step ladders.
2. Equipment must be inspected prior to use.
3. Tie off point must be capable of supporting 5000 lbs.
4. Holes greater than 2" in diameter must be covered before leaving your work area. These covers must be secured and indicate "hole" or "cover".
5. All temporary guardrails removed during the course of your work must be replaced when leaving the work area.
6. Fall protection must be used when within 15' of an unprotected roof edge. Fall protection must be used when operating an aerial boom lift.

## LADDERS

1. Ladders must be used within the manufacturer's recommendations.
2. Fall protection is not required when using stepladders, however, must be used if an additional fall hazard is presented (i.e., working above fall protection railings or working close to an unprotected edge). Fall protection must be used if working within the ladder height distance of a floor edge.



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3. Fall protection is required when working on an extension ladder above 6'.  
Materials shall not be carried when using extension ladders; 3 points of contact must be maintained.

### ELECTRICAL TOOL USE and HOTWORK

1. Any tool, electrical cord, hose, or welding lead that you are using is to be visually inspected before use. If at any time the equipment is defective, report to your foreman.
2. All electrical devices must be connected through a GFCI during use.
3. All electrical/mechanical systems are to be considered live. Lockout/tagout must be implemented by authorized personnel only when working on live systems.
4. Combustible and flammable materials must be either protected or removed during hot work operations. A fire extinguisher must be within 15'.
5. Proper ventilation must be implemented during welding operations.

### MSDS and HAZARDOUS MATERIALS

1. Every employee has the Right-to-Know about the chemicals and materials they are working with. The Material Safety Data Sheet (MSDS) contains detailed information on these chemicals and materials and must be located onsite. It must be made available for review by any onsite employee.
2. All chemicals must be properly labeled to indicate their contents.  
Asbestos Containing Materials (ACM) and/or lead paint may be present on this project. If you suspect either is present, stop work and notify the site manager immediately.

### MATERIAL HANDLING and RIGGING

1. Caution must be used when carrying, lifting, pulling, and pushing materials; twisting and awkward positioning increase the potential for injury. You must use care when moving heavy objects.
2. For items that are heavier than 50 lbs. or are oddly shaped, it is recommended that you get help from another employee or utilize a tool that provides a mechanical advantage (chain fall, forklift, cart, etc.).
3. Lift in a comfortable position. Be sure you are on steady ground, have good body position, and have a clear walking/working surface around you.
4. Inspect all rigging gear prior to use - anchor points, chains, clamps, ropes, shackles, slings, etc.
5. You must maintain an awareness of overhead loads/hazards (cranes, rigging, etc.).
6. Tag lines are required for all loads lifted by crane.
7. All deliveries must be scheduled in advance. If barriers are moved, they must be returned to their original position after delivery.
8. Shores must not be used for hanging or leaning personal belongings, tools, or materials at any time. Workers are not permitted to move or reposition shores without proper authorization.

### EXCAVATION and HEAVY EQUIPMENT

1. You will not enter an excavation more than 5' deep that is not cave-in protected or sloped.
2. Access/egress ladder must be within 25 feet of you when working in an excavation that is 4' deep or greater.
3. High visibility vests will be worn when working around excavation equipment.
4. You will not operate heavy machinery (forklift, excavator, man lift, etc.) without the proper training and licenses.
5. You will follow manufacturer's recommendations when operating equipment.

### ORIENTATION, ACCEPTANCE, PRE-PLAN and SAFETY VIOLATION POLICY

1. By signing this orientation, you acknowledge that you understand and will adhere to company policy and procedure.
2. You understand that this orientation is a condensed version of company policy. You may ask for the company safety manual if desired.
3. Pre-planning can prevent incidents from happening. Site specific tasks that present an increased hazard to you or others may require a Job Hazard Analysis (JHA) to be completed prior to the task being performed.
4. Violation of the rules noted in this orientation will result in the following: 1st: This document is considered your first warning. 2nd: Written warning given to employee and placed in project file. 3rd: Termination from project. Documentation placed in project file.



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*I have received the safety orientation as indicated above, I am aware of and understand and agree to comply with all safety rules and all other policies and procedures implemented at all the times.*

<b>EMPLOYEE NAME</b>	<b>COMPANY</b>	<b>SIGNATURE</b>	<b>CONDUCTED BY</b>	<b>STICKER NO.</b>	<b>DATE</b>

<b>EMERGENCY CONTACT NAME:</b>	
<b>EMERGENCY CONTACT NUMBER:</b>	
<b>RELATION:</b>	

<b>TRANSLATOR'S NAME</b>	<b>TRANSLATOR'S SIGNATURE</b>

ID CARD

OSHA CARD

SST CARD

FIRE GUARD CARD

WELDER CARD

SCAFFOLD CARD