CONCRETE WORK

NAICS Code

238110 Poured Concrete Foundation and Structure Contractors

238120 Structural Steel and Precast Concrete Contractors

238140 Masonry Contractors

238990 All Other Specialty Trade Contractors

Section 9

 SAFETY RULES, POLICIES, AND PROCEDURES

The safety rules contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense in conducting assigned duties.

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ALL EMPLOYEES

Housekeeping

 1. Use caution signs or cones to barricade slippery areas.

 2. Do not store or leave items on stairways.

 3. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.

Lifting Procedures

 General

 1. Evaluate the weight of the load before lifting by pushing the load along its resting surface.

 2. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.

 3. Never lift anything if your hands are greasy or wet.

 4. Wear protective gloves when lifting objects with sharp corners or jagged edges.

 When lifting

 1. Face the load.

 2. Position your feet 6"-12" apart with one foot slightly in front of the other.

 3. Bend at the knees, not at the back.

 4. Keep your back straight.

 5. Get a firm grip on the object with your hands and fingers. Use handles when present.

 6. Hold objects as close to your body as possible.

 7. Perform lifting movements smoothly and gradually; do not jerk the load.

 8. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.

 9. Set down objects in the same manner as you picked them up, except in reverse.

 10. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

Ladders and Step Ladders

 1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.

 2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.

 3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.

 4. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.

 5. Allow only one person on the ladder at a time.

 6. Do not stand on the top two rungs of any ladder.

 7. Do not stand on a ladder that wobbles, or that leans to the left or right.

 8. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.

Climbing a Ladder

 1. Face the ladder when climbing up or down.

 2. Do not carry items in your hands while climbing up or down a ladder.

 3. Maintain a three-point contact by always keeping both hands and one foot or both feet and one hand on the ladder when climbing up or down.

Driving/Vehicle Safety

 Fueling Vehicles

 1. Turn the vehicle off before fueling.

 2. Do not smoke while fueling a vehicle.

 3. Wash hands with soap and water if you spill gasoline on your hands.

 Driving Rules

 1. Shut all doors and fasten your seat belt before moving the vehicle.

 2. Always obey all traffic patterns and signs.

 3. Maintain a three-point contact using both hands and one foot or both feet and one hand when climbing into and out of vehicles.

 4. Do not leave keys in an unattended vehicle.

OFFICE PERSONNEL

Office Safety

 General

 1. Do not place material such as boxes or trash in walkways and passageways.

 2. Do not throw matches, cigarettes, or other smoking materials into trash baskets.

 3. Do not kick objects out of your pathway; pick them up or push them out of the way.

 4. Keep floors clear of items such as paper clips, pencils, tacks, or staples.

 5. Straighten or remove rugs and mats that do not lie flat on the floor.

 6. Mop up water around drinking fountains and drink dispensing machines.

 7. Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.

 8. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the points down in a container.

 9. Carry pencils, scissors, and other sharp objects with the points down.

 10. Use a ladder or step stool to retrieve or store items that are located above your head.

 11. Do not run-on stairs or take more than one step at a time.

 12. Keep doors in hallways fully open or fully closed.

 13. Use handrails when ascending or descending stairs or ramps.

 14. Obey all posted safety and danger signs.

 Furniture Use

 1. Open one file cabinet drawer at a time.

 2. Close drawers and doors immediately after use.

 3. Use the handle when closing doors, drawers, and files.

 4. Put heavy files in the bottom drawers of file cabinets.

 5. Do not tilt the chair you are sitting in on its back two legs.

 6. Do not stand on furniture to reach high places.

 Equipment Use

 1. Do not use fans that have excessive vibration, frayed cords, or missing guards.

 2. Do not place floor type fans in walkways, aisles, or doorways.

 3. Do not connect multiple electrical devices into a single outlet.

 4. Do not use extension or power cords that have the ground prong removed or broken off.

 5. Do not use frayed, cut, or cracked electrical cords.

 6. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks or across entrances or exits.

 7. Turn the power switch of the local exhaust fans to "On" when operating the blueprint machine.

 8. Do not use lighting fluid to clean drafting equipment; use soap and water.

HEAVY EQUIPMENT OPERATORS

Site Safety

 1. Do not start work until barricades, barrier logs, fill or other protection has been installed to isolate the work area from local traffic.

 2. Do not work outdoors during lightning storms.

 3. Drink plenty of clear liquids during your breaks.

 4. Take breaks in shaded areas.

Heavy Equipment Safety

 General

 1. No passengers permitted on heavy equipment.

 2. Keep windows and windshield clean.

 3. Do not use heavy equipment if its horn or backup alarm does not sound.

 4. Turn off the engine before leaving heavy equipment unattended.

 5. Do not jump off or onto any heavy equipment.

 6. Keep heavy equipment in gear when going down grade. Do not use neutral.

 7. Display the "Slow Moving Vehicle" sign when operating heavy equipment on roads.

 8. Do not operate backhoes, power shovels and other heavy equipment within two (2) feet from the edge of an excavation.

 Backhoe/Power Shovel Operations

 1. Do not use a bucket or other attachments for a staging or temporary platform for workers.

 2. Do not operate backhoe over or across underground utilities that are marked by paint, flagged, or staked.

 3. Set swing brake of the bucket arm when moving the vehicle to and from the digging site.

 4. Stay in the compartment during operation of the backhoe or power shovel. Do not reach in or attempt to operate controls from outside the backhoe or power shovel.

Asphalt Paving

 1. Do not smoke or eat while performing asphalt paving work.

 2. Do not mount or dismount paving equipment on the traffic side.

 3. Always mount and dismount paver using installed walkways, steps, and handrails.

 4. Do not leave loose tools, lunchboxes, or other items on operator's platform.

Personal Protective Equipment

 1. Wear hard hats, hearing protection and safety goggles while operating heavy equipment.

 2. Do not wear hard hats that are dented or cracked.

 3. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.

General Hand Tool Safety

 1. Keep the blade of all cutting tools sharp.

 2. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.

 3. Tag worn, damaged or defective tools "Out of Service" and do not use them.

 4. Do not use impact tools such as hammers or chisels that have mushroomed heads.

 5. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.

 6. When using knives, shears, or other cutting tools, cut in a direction away from your body.

 7. Carry all sharp tools in a sheath or holster.

 8. Do not perform "make-shift" repairs to tools.

 9. Do not use "cheaters" on load binders or "boomers."

 10. Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area using a hand line.

 11. Do not throw tools from one location to another or from one employee to another.

Pneumatic Tools

 1. Do not point a charged compressed air hose at bystanders or use it to clean your clothing.

 2. Lock and/or tag tools "Out of Service" to prevent usage of the tool.

 3. Do not use tools that have handles with burrs or cracks.

 4. Do not use compressors if their belt guards are missing. Replace belt guards before using the compressor.

 5. Turn the power switch of the tool to "Off" and let it come to a complete stop before leaving it unattended.

 6. Disconnect the tool from the air line before making any adjustments or repairs to the tool.

Lifting Equipment

 1. Do not use chain slings if links are cracked, twisted, stretched, or bent.

 2. Do not shorten slings by using make-shift devices such as knots or bolts.

 3. Do not use a kinked chain.

 4. Protect slings from the sharp edges of their loads by placing pads over the sharp edges of the items that have been loaded.

 5. Wear work gloves when managing rough, sharp-edged, or abrasive chains, cables, ropes, or slings.

 6. Do not alter or remove the safety latch on hooks. Do not use a hook that does not have a safety latch, or if the safety latch is bent.

When Lifting

 1. Do not place your hands between the sling and its load when the sling is being tightened around the load.

 2. Lift the load from the center of hooks, not from the point.

GENERAL LABOR PERSONNEL

Site Safety

 1. Do not start work until barricades, barrier logs, fill or other protection has been installed to isolate the work area from local traffic.

 2. Reflective warning vests must be worn by traffic signalers who are assigned to controlling traffic.

 3. Do not approach any heavy equipment until the operator has seen you and has signaled to you that it is safe to approach.

 4. Walk around or step over holes, rocks, roots, materials, or equipment in your pathway.

 5. Do not work outdoors during lightning storms.

 6. Drink plenty of clear liquids during your breaks.

 7. Take breaks in shaded areas.

Knives/Sharp Instruments

 1. Use knives for the operation for which they are made.

 2. Do not use knives that have broken or loose handles.

 3. Do not use knives as screwdrivers, pry bars, can openers or ice picks.

 4. When handling knife blades and other cutting tools, direct sharp points, and edges away from you.

 5. Cut in the direction away from your body when using knives.

Hand Tool Safety

 General

 1. Keep the blade of all cutting tools sharp.

 2. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels, or files in your pocket unless the tool or pocket is sheathed.

 3. Tag worn, damaged or defective tools "Out of Service" and do not use them.

 4. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.

 5. Do not use impact tools such as hammers, steel stakes, or chisels that have mushroomed heads.

 6. Do not perform "make-shift" repairs to tools.

 7. Do not throw tools from one location to another or from one employee to another.

 8. Transport hand tools only in toolboxes or tool belts. Do not carry tools in your clothing.

 Hammers

 1. Do not use a hammer if your hands are oily, greasy, or wet.

 2. Do not strike objects with the cheek of the hammer.

 3. Do not strike one hammer against another hammer.

 Pliers

 1. Do not attempt to force pliers by using a hammer on them.

 2. Do not use pliers that are cracked, broken, or sprung.

 Saws

 1. Keep control of saws by releasing downward pressure at the end of the stroke.

 2. Do not use a saw that has dull saw blades.

 3. Oil saw blades after each use.

 4. Keep hands and fingers away from the saw blade while you are using the saw.

 5. Do not carry a saw by the blade.

 6. When using a hand saw, hold the work piece firmly against the worktable.

Electrically Powered Tools

 1. Do not use power equipment or tools on which you have not been trained.

 2. Keep power cords away from path of power saws.

 3. Do not use cords that have splices, exposed wires or cracked or frayed ends.

 4. Do not carry plugged in equipment or tools with your finger on the switch.

 5. Do not carry equipment or tools by the cord.

 6. Turn the tool off before plugging or unplugging it.

 7. Do not leave tools that are "On" unattended.

 8. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors or wet ground.

 9. Do not use extension cords or other grounded three-pronged power cords that have the ground prong removed or broken off.

 10. Do not use an adapter that eliminates the ground such as a cheater plug.

 11. Do not drive over, drag, step on or place objects on a cord.

GENERAL LABOR PERSONNEL

General Power Saw Safety

 1. Wear the prescribed personal protective equipment such as goggles, gloves, dust masks and hearing protection when operating the power saw.

 2. Do not use a power saw that has cracked, broken, or loose guards or other visible damage.

 3. Turn off the saw before making measurements, adjustments, or repairs.

 4. Keep your hands away from the exposed blade.

 5. Operate the saw at full cutting speed with a sharp blade to prevent kickbacks.

 6. If the saw becomes jammed, turn the power switch of the saw to "OFF" before pulling out the incomplete cut.

 7. Do not alter the anti-kickback device or blade guard.

 8. When using the power saw, do not reach across the cutting operation.

 9. When using the power saw, do not hold the work piece against your body when making the cut.

Pneumatic Tools/Compressed Air

 1. Do not point a compressed air hose at bystanders or use it to clean your clothing.

 2. Do not use pneumatic tools that have handles with burrs or cracks.

 3. Lock and/or tag tools "Out of Service" to prevent usage of the tool.

 4. Do not use compressors if their belt guards are missing. Replace the belt guards before using the compressor.

 5. Turn the power switch of the tool to "Off" and let it come to a complete stop before leaving it unattended.

 6. Disconnect the tool from the air line before making any adjustments or repairs to the tool.

Personal Protective Equipment

 1. Do not wear hard hats that are dented or cracked.

 2. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.

 3. Wear your earplugs or earmuffs in areas posted "Hearing Protection Required."

 4. Wear heavy leather-faced work gloves when handling wire-mesh.

Hazardous Materials

1. Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product you will be using in your workplace.

 2. Do not use protective clothing or equipment that has split seams, pinholes, cuts, tears, or other visible signs of damage.

 3. Each time you use your gloves, wash them, before removing the gloves, using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.

 4. Do not use chemicals from unlabeled containers or unmarked cylinders.

 5. Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic."

 6. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic."

 7. Do not smoke while handling chemicals labeled "Flammable".

Asphalt Paving

 1. Do not smoke or eat while performing asphalt-paving work.

 2. Stand clear of hot asphalt when it is being dumped out of the truck.

 3. Do not remove paving material from the hopper or auger trough while the paving machine is operating.

 4. Signal the paver operator to stop the paver before removing roadway spillage from alongside or in front of the paver.

Vehicle/Trailer Safety

 1. Set the parking brake in the towing vehicle and use wheel blocks to chock the wheels of the trailer before removing any equipment from the trailer.

 2. Secure equipment to the vehicle with chains or straps to eliminate or minimize shifting of the load.

 3. No one is permitted to ride in the trailer.

 4. Take slow, wide turns when towing trailers containing equipment or materials.

 5. Do not exceed the load capacity as posted on the trailer door of the trailer.

 6. Do not place all the heavy equipment on one side of the trailer.

FINISHING PERSONNEL

Site Safety

 1. Do not start work until barricades, barrier logs, fill or other protection has been installed to isolate the work area from local traffic.

 2. Reflective warning vests must be worn by traffic signalers who are assigned to controlling traffic.

 3. Do not approach any heavy equipment until the operator has seen you and has signaled to you that it is safe to approach.

 4. Walk around or step over holes, rocks, roots, in your pathway.

 5. Do not work outdoors during lightning storms.

 6. Drink plenty of clear liquids during your breaks.

 7. Take breaks in shaded areas.

 8. Wash your skin immediately with soap and water if you meet wet concrete.

Knives/Sharp Instruments

 1. Use knives for the operation for which they are made.

 2. Do not use knives that have broken or loose handles.

 3. Do not use knives as screwdrivers, pry bars, can openers or ice picks.

 4. When handling knife blades and other cutting tools, direct sharp points, and edges away from you.

 5. Cut in the direction away from your body when using knives.

Hand Tool Safety

 1. Keep the blade of all cutting tools sharp.

 2. Tag worn, damaged or defective tools "Out of Service" and do not use them.

 3. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.

 4. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.

 5. When using knives, shears, or other cutting tools, cut in a direction away from your body.

 6. Do not perform "make-shift" repairs to tools.

 7. Do not throw tools from one location to another or from one employee to another.

 8. Transport hand tools only in toolboxes or tool belts. Do not carry tools in your clothing.

 Hammers

 1. Do not use a hammer if your hands are oily, greasy, or wet.

 2. Do not strike nails or other objects with the "cheek" of the hammer.

Electrically Powered Tools

 1. Do not use power equipment or tools on which you have not been trained.

 2. Disconnect the tool from the outlet by pulling on the plug, not the cord.

 3. Do not leave tools that are "On" unattended.

 4. Do not manage or operate electrical tools when your hands are wet or when you are standing on wet floors.

Hazardous Materials

1. Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product you will be using in your workplace.

 2. Do not use protective clothing or equipment that has split seams, pinholes, cuts, tears, or other visible signs of damage.

 3. Each time you use your gloves, wash them, before removing the gloves, using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.

 4. Do not use chemicals from unlabeled containers or unmarked cylinders.

 5. Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic."

 6. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic."

 7. Do not smoke while managing chemicals labeled "Flammable".

Personal Protective Equipment

 1. Do not wear hard hats that are dented or cracked.

 2. Wear your safety glasses when working with concrete.

 3. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.

 4. Wear earplugs or earmuffs in areas posted "Hearing Protection Required."

 5. Wear rubber gloves when handling finishing chemicals such as acids.

 6. Wear long pants when working with concrete.

 7. During mixing of concrete compound and water, wear your dust mask or respirator mask provided.

Obtained from Toolboxtopics.com, Concrete Work, https://www.toolboxtopics.com/menu\_programs.html (Accessed August 14, 2024).