Masonry Contractors

NAICS Code

238140 Masonry 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 carrying out assigned duties.

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ALL EMPLOYEES

Lifting Procedures

General

1. Plan the move before lifting; remove obstructions from your chosen pathway.

2. Test the weight of the load before lifting by pushing the load along its resting surface.

3. 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.

4. If assistance is required to perform a lift, coordinate, and communicate your movements with those of your co-worker.

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

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

7. 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.

When Lifting

1. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.

2. Face the load.

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

4. Keep your back straight.

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

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

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

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.

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.

OFFICE PERSONNEL

Housekeeping

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

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

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

3. Mop up water around drinking fountains, drink dispensing machines and ice machines.

4. Do not store or leave items on stairways.

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

6. Keep walking surfaces clear of boxes and equipment that are not being used.

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

Office Safety

General

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

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

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

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

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

6. Do not store or leave items on stairways or walkways.

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

8. Do not jump from ramps, platforms, ladders, or step stools.

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

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

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

12. Obey all posted safety and danger signs.

Furniture Use

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

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

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

4. Open one file cabinet drawer at a time.

5. Close drawers and doors immediately after use.

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

Equipment Use

1. Keep the paper cutter handle in the closed/locked position when it is not in use.

2. Do not use paper cutting devices if the finger guard is missing.

3. Position hands and fingers onto the handle of the paper cutter before pressing down on the blade.

4. Use a staple remover, not your fingers, for removing staples.

6. Do not place your fingers in or near the feed of a paper shredder.

7. Turn off and unplug office machines before adjusting, lubricating, or cleaning them.

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

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

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

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

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

HEAVY EQUIPMENT OPERATORS

(Crane, Power shovel, Backhoe, and Dump Truck 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 approach any heavy equipment until the operator has seen you and has signaled to you that it is safe to approach.

3. Do not work outdoors during lightning storms.

Housekeeping

1. Do not store or leave items on heavy equipment.

2. Return tools to their storage places after use.

3. Do not use gasoline for cleaning purposes.

Hand Tool Safety

1. Keep the blade of all cutting tools sharp.

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

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, chisels or steel stakes that have mushroomed heads.

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

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

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

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

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

11. 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.

3. Do not strike one hammer against another hammer.

Screwdrivers

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

2. Always match the size and type of screwdriver blade to fit the head of the screw.

3. Do not put your fingers near the blade of the screwdriver when tightening a screw.

4. Do not force a screwdriver by using a hammer or pliers on it.

5. Do not use a screwdriver as a punch, chisel, pry bar or nail puller.

Wrenches

1. Do not use wrenches that are bent, cracked, badly chipped or that have loose or broken handles.

2. Do not slip a pipe over a single head wrench handle for increased leverage.

3. Do not use a shim to make a wrench fit.

4. Size the adjustable wrench to fit the nut before turning.

5. Do not use a wrench with broken or battered points.

6. Discard any wrench with spread, nicked or battered jaws or if the handle is bent.

7. Use box or socket wrenches on hexagon nuts and bolts as a first choice, and open-end wrenches as a second choice.

Lifting Equipment

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

2. Fabricate all wire in wire rope slings by using thimbles; do not form eyes by using wire clips or knots.

3. Do not shorten slings by using makeshift devices such as knots or bolts.

4. Do not use a kinked chain.

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

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

7. Wear work gloves when handling rough, sharp-edged, or abrasive material such as chains, cables ropes or slings.

8. 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.

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

Heavy Equipment Safety

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

2. All operators must wear seat belts when operating cranes, power shovels, backhoes, and dump trucks.

3. No passengers are permitted on heavy equipment.

4. Keep windows and windshield clean.

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

6. Do not crawl under the raised dump body during inspection of a dump truck.

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

8. Do not jump from or on to any heavy equipment.

9. Do not stay in the cab of haulage vehicles while the payload is being loaded or unloaded by cranes or loaders.

10. When finished using power shovels and backhoes, land the buckets on the ground, set the brakes, turn off the power, and shift the gear lever into neutral.

11. Do not enter the bucket swing radius while the equipment is in operation.

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

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

14. 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.

15. Do not work outdoors during lightning storms.

Cranes and Hoists

1. Do not use load hooks that are cracked, bent, or broken.

2. Do not use cranes that do not have their rated load capacity indicated on each side of the crane or on its load block.

3. Passengers are not permitted to ride inside the operator's cab of a truck crane.

4. Keep crane windows clean. Do not use a crane if its windows are broken.

5. Do not exceed the rated load capacity as specified by the manufacturer.

6. Do not operate a crane on soft ground without cribbing and mats.

7. Fully extend outriggers before attempting a lift.

8. Stay outside the barricades of the posted swing radius.

9. Do not perform any crane refits or modifications without the manufacturer's approval.

10. Do not leave the crane unattended with a hoisted load.

11. Do not hoist loads over people.

12. Wear high visibility vests before working as a signal operator.

13. Only follow the signals of the person designated to give you signals when operating a crane.

14. Replace the belts, gears, or rotating shaft guards after servicing a crane; do not use the crane if guards are missing from these areas.

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 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.

GENERAL LABOR PERSONNEL (Non-skilled Laborers, Temporary Laborers)

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. Do not work outdoors during lightning storms.

Housekeeping

1. Keep walking surfaces of elevated working platforms, such as scaffolds, clear of tools and materials that are not being used.

2. Return tools to their storage places after use.

Knives/Sharp Instruments

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

2. Do not use knives with broken or loose handles.

3. Do not use knives as screwdrivers or pry bars.

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.

6. Do not use honing steels that do not have disc guards.

Ladders and Step Ladders

1. Do not use a metal ladder on roof tops or within 50 feet of electrical power lines.

2. Do not use a ladder as a horizontal platform.

3. Do not place ladders on barrels, boxes, loose bricks, buckets, concrete blocks, or other unstable bases.

Scaffolding

1. Follow the manufacturer's instructions when erecting the scaffold.

2. Do not work on scaffolds outside during stormy or windy weather.

3. Do not climb on scaffolds that wobble or lean to one side.

4. Initially inspect scaffold prior to mounting. Do not use a scaffold if any pulley, block, hook, or fitting is visibly worn, cracked, rusted, or otherwise damaged. Do not use a scaffold if any rope is frayed, torn or visibly damaged.

5. Do not use any scaffold tagged "Out of Service."

6. Do not use unstable objects such as barrels, boxes, loose brick, or concrete blocks to support scaffolds or planks.

7. Do not work on platforms or scaffolds unless they are fully planked.

8. Do not use a scaffold unless guardrails and all flooring are in place.

9. Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches.

10. Do not walk or work beneath a scaffold unless a wire mesh has been installed between the midrail and the toe board or planking.

11. Use safety belts and lanyards when working on scaffolding at a height of 10 feet or more above ground level. Attach the lanyard to a secure member of the scaffold.

12. Do not climb the cross braces for access to the scaffold. Use a ladder.

13. Do not jump from, to or between scaffolding.

14. Do not slide down cables, ropes or guys used for bracing.

15. Keep both feet on the decking. Do not sit or climb on the guardrails.

16. Do not lean out from the scaffold. Do not rock the scaffold.

17. Keep the scaffold free of scraps, loose tools, tangled lines, and other obstructions.

18. Do not throw anything "overboard" unless a spotter is available. Use debris chutes or lower things by hoist or by hand.

Hand Tool Safety

1. Use tied off containers to keep tools from falling from scaffolds and other elevated work platforms.

2. Keep the blade of all cutting tools sharp.

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

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

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

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

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

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

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

10. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.

11. 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.

3. Do not strike one hammer against another hammer.

Personal Protective Equipment

1. Do not paint or drill holes in hard hats.

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.

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

MASONRY PERSONNEL (Brick, Block Layers, Stone Setters)

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. Do not work outdoors during lightning storms.

Housekeeping

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

2. Return tools to their storage places after use.

Ladders and Step Ladders

1. Do not use a ladder as a horizontal platform.

2. When using a ladder, extend the top of the ladder at least 3 feet above the edge of the landing.

3. Do not place ladders on barrels, boxes, loose bricks, buckets, concrete blocks, or other unstable bases.

Scaffolding

1. Follow the manufacturer's instructions when erecting the scaffold.

2. Do not work on scaffolds outside during stormy or windy weather.

3. Do not climb on scaffolds that wobble or lean to one side.

4. Initially inspect scaffold prior to mounting. Do not use a scaffold if any pulley, block, hook, or fitting is visibly worn, cracked, rusted, or otherwise damaged. Do not use a scaffold if any rope is frayed, torn or visibly damaged.

5. Do not use any scaffold tagged "Out of Service."

6. Do not use unstable objects such as barrels, boxes, loose brick, or concrete blocks to support scaffolds or planks.

7. Do not work on platforms or scaffolds unless they are fully planked.

8. Do not use a scaffold unless guardrails and all flooring are in place.

9. Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches.

10. Do not walk or work beneath a scaffold unless a wire mesh has been installed between the midrail and the toe board or planking.

11. Use safety belts and lanyards when working on scaffolding at a height of 10 feet or more above ground level. Attach the lanyard to a secure member of the scaffold.

12. Do not climb the cross braces for access to the scaffold. Use a ladder.

13. Do not jump from, to, or between scaffolding.

14. Do not slide down cables, ropes or guys used for bracing.

15. Keep both feet on the decking. Do not sit or climb on the guardrails.

16. Do not lean out from the scaffold. Do not rock the scaffold.

17. Keep the scaffold free of scraps, loose tools, tangled lines, and other obstructions.

18. Do not throw anything "overboard" unless a spotter is available. Use debris chutes or lower things by hoist or by hand.

Hand Tool Safety

1. Use tied off containers to keep tools from falling from scaffolds and other elevated work platforms.

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

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, chisels, punches, or steel stakes that have mushroomed heads.

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

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

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

9. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.

10. 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.

3. Do not strike one hammer against another hammer.

Snips

1. Wear safety glasses or safety goggles when using snips to cut materials.

2. Wear work gloves when cutting materials with snips.

3. Keep the blade aligned by tightening the nut and bolt on the snips.

4. Do not use snips as a hammer or a pry bar.

5. Use the locking clip on the snips after use.

Chisels

1. Keep the forefront of the chisel sharp.

2. Do not use chisels with damaged striking ferrules.

3. Hold a chisel with a tool holder if possible.

Toolboxes/Chests/Cabinets

1. Do not use a toolbox or chest as a workbench.

2. Use the handle when opening and closing a drawer or door.

3. Do not open more than one drawer of a toolbox at a time.

4. Do not stand on toolboxes, chests, or cabinets to gain extra height.

5. Close and lock all drawers and doors before moving the tool chest to a new location.

6. Do not move a toolbox, chest, or cabinet if it has loose tools or parts on the top.

7. Push large chests, cabinets, and toolboxes; do not pull.

8. Lock the wheels on large toolboxes, chests, or cabinets to prevent them from rolling.

Lifting Equipment

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

2. Fabricate all wire in wire rope slings by using thimbles; do not form eyes by using wire clips or knots.

3. Do not shorten slings by using makeshift devices such as knots or bolts.

4. Do not use a kinked chain.

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

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

7. Wear work gloves when handling rough, sharp-edged, or abrasive material such as chains, cables ropes or slings.

8. 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.

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

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 handle or operate electrical tools when your hands are wet or when you are standing on wet surfaces.

5. Do not operate spark-inducing tools such as grinders, drills or saws near containers labeled "Flammable" or in an explosive atmosphere.

Masonry Saw Safety

1. Wear the prescribed personal protective equipment such as goggles, gloves, dust masks and hearing protection when operating masonry saws to cut brick, block, or stone.

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

3. Keep hands away from the exposed blade.

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

5. If the saw becomes jammed, turn off the power before pulling out the incomplete cut.

6. Do not alter the blade guard.

Driving 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.

Personal Protective Equipment

1. Do not paint or drill holes in hard hats.

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

3. Wear safety glasses, goggles or face shields when operating grinders or sanders.

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

5. Wear earplugs or earmuffs in areas posted "Hearing Protection required."

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