

Safety Orientation New Employee



Construction

New Employee Safety Orientation Review

These requirements are established to protect lives and property. All employees are required to follow these rules to help safeguard themselves and their coworkers.

Hand tools

- Storing tools on benches, near machines, on floors and on ladders can cause serious injury. Return tools to their proper storage place.
- Repair and clean defective tools to keep them in good working condition.
- Use the correct tool for the job.¹



Power tools

- Tuck in your shirt and avoid wearing loose-fitting clothing or jewelry. Tie long hair behind your head so it doesn't get caught in equipment.
- Inspect tools for cracks, damaged cords/plugs and exposed wires.
- Make sure all guards are in place and in proper working condition before operating a power tool.¹

Lifting and carrying

- Do not lift or carry awkward or heavy materials alone. Ask someone to help you or use mechanical lifting devices to assist you.
- It is critical that you fully understand how to operate mechanical lifting and hoisting equipment before you start.²



Fall prevention

- Guard or cover all floor holes, openings and skylights.
- Wear a body harness and stay connected when working at heights above six feet. Body harnesses are not one size fits all. Make sure your harness fits and is worn properly.
- Inspect your body harness before use. Look for loose threads, burns, cuts, abrasions or wear and tear. Do not use if damage is noted.³

Scaffolding

- A competent person must supervise the building, moving and dismantling of scaffolding.
- Inspect scaffolding before each shift and at the end of each workday. Consider using a scaffolding safety checklist.
- Wear personal protective equipment (PPE), including a hard hat and non-slip footwear.
- Be aware of load limits. Scaffolding and its components are made with precise load-bearing capacities.⁴

Ladders

- Always maintain three points of contact while ascending or descending a ladder.
- Always face the ladder when ascending, descending and working.
- Use the correct ladder for the job and ensure that it is sturdy enough to hold the load.⁵

Housekeeping

- Practice good housekeeping in your work area. You are responsible for keeping your area organized.
- Report areas in need of attention to your supervisor or a member of the safety committee.
- Return tools and other equipment to their proper storage place after use.⁶



Fire

- Report all fire hazards immediately.
- When contacting 911 or the local response team for help, give the operator specific information, including the location of the fire. Refer to the emergency response plan for prompt evacuation.
- If the fire alarm sounds, go to the nearest fire exit, per our company evacuation plan.
- Follow the instructions of your supervisor or the designated fire coordinator in your area.
- Do not take personal belongings with you.⁷

Hazard communication

- Hazardous materials present great risks to your safety and health. A list of hazardous materials used in our facility is available for you at any time.
- All containers must be labeled with safety information that lists the contents, the name and address of manufacturer or importer, and specific hazards, including the degree of hazard.

- A safety data sheet (SDS) that contains additional details is kept for every chemical used on the jobsite. You can access them at any time. You are required to read the container label and its appropriate SDS before using any chemical.
- Make sure you know where to access our company's hazardous materials list and SDS. Know how to read the labels and SDS correctly.⁸

Electrical

- Assume that all electrical circuits and equipment are live.
- Use nonconductive wood or fiberglass ladders when working near power lines.
- Remove cords from receptacles by pulling on the plug, not the cord.
- Any equipment with frayed cords, missing ground prongs, cracked tool casings, etc., should be removed from service.
- Contact your foreman or safety director if an electrical safety hazard exists.⁹



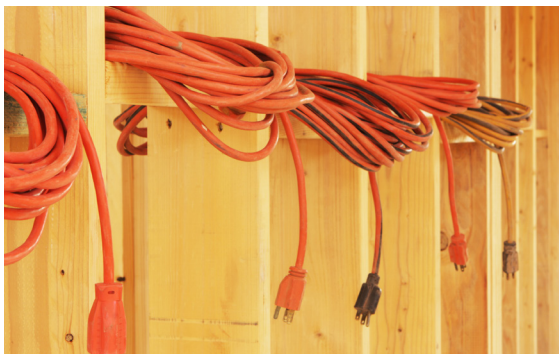
Safety device restrictions

- Removing or changing the operation of any safety device is prohibited.
- Only trained and authorized persons should adjust safety controls.
- Under no circumstances is anyone authorized to bypass safety features without adequate protection.
- Authorized safety technicians must take the same precautions as all other employees.¹⁰



Slip, trip and fall

- Use handrails and walk—don't run—when going up or down stairs.
- Inspect steps for slippery substances, such as oil, grease or water. Be on the lookout for any damaged steps. Use caution on carpeted steps.
- Do not place objects on steps.
- Immediately report dangerous walking and working surfaces, such as damaged flooring, uneven surfaces, loose boards, torn carpets, protruding nails and other hazards.
- Dispose of trash in the appropriate on-site container.
- Keep power cords out of traffic areas (walkways, stairwells, heavy equipment crossings, etc.). If it's necessary to run a cord in a traffic area, cover it for protection and secure it to the surface.¹¹





Excavations

- A competent person must be on site when excavations exist.
- A competent person must inspect the excavation daily—before worker entry and when conditions change (i.e., after a storm).
- Use sloping, shoring, shielding and/or benching to protect those who work in trenches.¹²

Footnotes:

1. Occup. Safety and Health Admin. [OSHA]. Hand and Power Tools, U.S. Dept. of Labor, OSHA 3080, 2002 [Revised] www.osha.gov/sites/default/files/publications/osha3080.pdf [Accessed Jan. 23, 2024].
2. “Solutions for Electrical Contractors eTool – Materials Handling.” Occup. Safety and Health Admin. [OSHA], U.S. Dept. of Labor, www.osha.gov/etools/electrical-contractors/materials-handling/heavy [Accessed Jan. 23, 2024].
3. “Fall Protection.” Occup. Safety and Health Admin. [OSHA], U.S. Dept. of Labor, www.osha.gov/fall-protection [Accessed Jan. 23, 2024].
4. “Scaffolding.” Occup. Safety and Health Admin. [OSHA], U.S. Dept. of Labor, www.osha.gov/scaffolding [Accessed Jan. 23, 2024].
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6. 29 C.F.R. § 1915.81 [2024] [Housekeeping: www.osha.gov/laws-regs/regulations/standardnumber/1915/1915.81].
7. 29 C.F.R. § 1926.150 [2024] [Fire protection: www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.150].
8. Occup. Safety and Health Admin. [OSHA]. OSHA Brief. Hazard Communication Standard: Safety Data Sheets. U.S. Dept. of Labor, DSG BR-3514 2/2012, www.osha.gov/sites/default/files/publications/OSHA3514.pdf [Accessed Jan. 23, 2024].
9. Occup. Safety & Health Admin. [OSHA]. OSHA Fact Sheet – Working Safely with Electricity. U.S. Dept. of Labor, DOC FS-3942 02/2018, www.osha.gov/sites/default/files/publications/OSHA3942.pdf [Accessed Jan. 23, 2024].
10. 29 C.F.R. § 1926.702 [2024] [Requirements for equipment and tools: www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.702].
11. 29 C.F.R. §§ 1910.21, 1910.22, 1910.25, 1910.28, 1910.29 & 1910.30 [2024].
12. Occup. Safety & Health Admin. [OSHA]. OSHA Fact Sheet – Trenching and Excavation Safety. U.S. Dept. of Labor, DOC FS-3476 09/2011, www.osha.gov/sites/default/files/publications/trench_excavation_fs.pdf [Accessed Jan. 23, 2024].



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