



PUTTING A PLAN IN PLACE MAKES “SAFETY FIRST” A REALITY.



By following these simple steps, safety orientation can be easier and more efficient while producing the desired results of on-the-job safety.

Construction sites are dynamic work environments. The work activities, appearance and hazards can change quickly. It's important that all workers, surveyors, inspectors, delivery personnel and other visitors are provided with an adequate level of safety orientation. Simply put, working on a construction site can be dangerous. For the new worker or inexperienced visitor these hazards can be deadly. It's the responsibility of the owner and general contractor to ensure all personnel receive appropriate site specific safety orientation.

SAFETY ORIENTATION LAYS THE GROUNDWORK

Safety orientation should be completed before any worker is allowed to engage in work activities. Developing a site-specific safety orientation doesn't have to be overwhelming. Here are some simple steps:

- Safety orientation should be hosted by the person(s) responsible for overall job site safety (e.g., safety manager, superintendent, etc.).
- Designate a specific time for safety orientation and require attendance before commencing work.
 - » Make sure appropriate training material and space are available.
- An outline or agenda should be developed. It should be appropriate for the audience and cover topics relevant to their level of exposure.
 - » Administrative workers may only need a basic safety overview covering emergency action plans and restricted areas.
 - » Escorted visitors may only need instruction on basic hazards, job site rules (sanitation, cellphone use, PPE) and instructions in the event of an emergency.

- » Delivery drivers that are restricted to staying in their vehicle or allowed to exit and work only in the delivery zone should be made aware of the PPE requirements and access restrictions to other areas of the job site.
- » Full-time workers and tradesmen (management and labor force) should receive an all-inclusive training covering all general and site-specific safety topics.
- The following list covers some of the general topics to consider including in your orientation. These can be integrated at each level of orientation training as needed:
 - » Emergency action plan; muster area, maps, points of contacts
 - » General hazard awareness
 - » Heat and cold stress
 - » Ergonomics
 - » Housekeeping
 - » Fall protection
 - » Chemical safety (SDS)
 - » Health hazards
 - » Personal Protective Equipment
 - » Working on/near machinery
 - » Hazard reporting
 - » Injury/incident reporting
 - » First aid and medical facilities
 - » Signage/warnings
 - » Disciplinary policy
- In addition, site-specific safety topics should be identified and covered during the orientation. Some examples of site-specific topics include (there may be additional exposures at your job site to consider):
 - » Cranes
 - » Excavations
 - » Ladders
 - » Electrical
 - » Scaffolds/man lifts
 - » Wildlife exposures
 - » Trains/railways
 - » Water/rivers
 - » Street and road traffic
 - » Where to park
 - » Trade job site parking

SOME TIPS FOR A SUCCESSFUL SAFETY ORIENTATION SESSION

Some employees may be very experienced and have a vast understanding of construction job site safety, others may not. Identify and address the following items before the orientation starts:

- Assess attendees' existing knowledge.
- Deliver training in a language and manner easily understood by the audience.



DOCUMENT THE SAFETY ORIENTATION

What you do after the orientation is complete is just as important as the training itself. Establish a process to document and follow up with each attendee to ensure they've comprehended the training material.

- Establish a method to assess the effectiveness of the training to:
 - » Administer a test or questionnaire to be signed and dated by each student.
 - » Be aware of OSHA and various state regulations that may require documentation of training.
- Consider implementing a hard hat sticker and/or a site access badging system that shows completion of the job site orientation.
- Monitor the employee on the job after the training is complete. Follow up and provide correction and/or commendation as needed to ensure the workers fully understand and utilize the knowledge received during orientation.
- Make sure employees feel supported and empowered to address safety concerns.
- Employees and subcontractors should be reminded of their role in maintaining a safe work site.

SAFETY FOR CONSTRUCTION WORKERS



ENHANCE YOUR COMPANY'S SAFETY APTITUDE

By following these simple steps, safety orientation can be easier and more efficient while producing the desired results of on-the-job safety. Looking for additional resources, training material or on-demand webinars? Visit our website to learn more.

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