

This is an example of a Code of Safe Practices for carpentry. This sample is to help the contractor create a Code of Safe Practices that fits his/her operations.

Carpentry

1. All employees are required to take appropriate "New Employee Orientation" as outlined in the company Injury and Illness Prevention Program (IIPP).
2. Employees must attend tailgate safety meetings that are held at least every 10 working days.
3. Appropriate Personal Protective Equipment (PPE) must be worn by all employees on the jobsite at all times. The type of PPE includes but is not limited to hard hat, safety glasses, proper work clothes, safety boots, and high visibility vests.
4. Housekeeping is an important part of every job. Employees are responsible for keeping their work area clean and free of known hazards.
5. Employees who observe any unsafe work practice or condition must report it to their supervisor right away.
6. All hand and power tools will be properly maintained, inspected prior to use, and used according to the manufacture instructions.
7. Only use tools that are the right size and right type for the job.
8. Tools will not be altered or modified by tying or blocking a guard.
9. All extension cords and electrical cords on tools must be inspected prior to use. Damaged cords or equipment must be immediately removed from service and can only be repaired according to the manufacturer's recommendations.
10. Never point a nail gun at someone. Position yourself and your free hand out of the line of fire and watch out for co-workers behind the nailing surface. Keep your fingers away from the trigger when not driving nails.
11. When using circular saws always stand to the side when cutting to avoid potential kickbacks. Saw blades must come to a complete stop before removing the blade from the cut.
12. Do not force the saw when cutting or carry with your finger on the trigger switch.
13. Wear the right clothes. Baggy or loose-fitting clothes increase the chance that a part of them might get caught in a cutting head or saw blade.
14. All compressors, tanks, hoses, and other pneumatic equipment shall be properly maintained.
15. A jobsite fall protection assessments shall be made by a competent person who oversees all fall protection equipment, inspections, training and usage.
16. Ladders must be inspected prior to use. If the ladder is damaged it must be removed from service.
17. Ensure extension ladders are placed on level footing, set-up with a 4:1 angle, secured, and extended 3 feet above the work surface.
18. Always face the ladder and maintain three points of contact when climbing. Keep your body near the middle of the step or rung to keep the load on the ladder centered.
19. Do not stand on the topcap or the step below the topcap of a step ladder.
20. Always use the proper lifting technique when handling tools, equipment and materials. Keep the object close to your body and lift with your legs, not your back. Avoid turning or twisting your body while lifting or holding a heavy object.

General

1. All persons shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the supervisor or superintendent.
2. Supervisors shall insist on employees observing and obeying every applicable company, state or federal regulation and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain compliance.
3. All employees shall be given frequent injury and illness prevention instructions. Instructions shall be given at least every 10 working days.
4. Anyone known to be under the influence of drugs or intoxicating substance that impair the employee's ability to safely perform the assigned duties will not be allowed on the job while in that condition.
5. Horseplay, scuffling, and other acts that may prevent a job from getting done safely or affect someone's wellbeing will not be allowed.
6. Work will be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
7. If an employee's ability of alertness is impaired by fatigue, illness, or other causes that might unnecessarily expose the employee or others to injury, they will not be permitted to work.
8. Employees are not permitted to enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation unless it has been determined that it is safe to enter.
9. Employees will be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and report deficiencies to the supervisor or superintendent immediately.
10. Crowding or pushing when boarding or leaving any vehicle or other mode of transportation is not allowed.
11. Employees must not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their superintendent.
12. All injuries shall be reported promptly to the supervisor or superintendent so that arrangements can be made for medical or first aid treatment.
13. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
14. Inappropriate footwear or shoes with thin or badly worn soles must not be worn.
15. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
16. Employees shall cleanse themselves thoroughly after handling hazardous substances and follow special instructions from authorized sources.
17. Hod carriers should avoid the use of extension ladders when carrying loads. Such ladders may provide satisfactory strength, but the rung position and rope arrangement make such climbing difficult and hazardous for this trade.
18. Work shall be so arranged that employees are able to face a ladder and use both hands while climbing.
19. Gasoline shall not be used for cleaning purposes.
20. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are openings, until it has first been determined that no possibility of explosion exists and authority for the work is obtained from the supervisor or superintendent.
21. Any damage to scaffolds, falsework or other supporting structures shall be immediately reported to the supervisor and repaired before use.

Use of Tools and Equipment

1. All tools and equipment shall be maintained in good condition.
2. Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE."
3. Pipe or Stillson wrenches shall not be used as a substitute for other wrenches.
4. Only appropriate tools shall be used for a specific job.
5. Wrenches shall not be altered by the addition of handle-extensions or "cheaters."
6. Files shall be equipped with handles and not used to punch or pry.
7. A screwdriver shall not be used as a chisel.
8. Wheelbarrows shall not be pushed with handles in an upright position.

9. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.
10. Electric cords shall not be exposed to damage from vehicles.
11. In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.

Machinery and Vehicles

1. Only authorized persons shall operate machinery or equipment.
2. Loose or frayed clothing, long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other areas where they may become entangled.
3. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
4. Where appropriate, lock-out procedures shall be used.
5. Employees shall not work under vehicles supported by jacks or chain hoists without protective blocking that will prevent injury if jacks or hoists should fail.
6. Air hoses shall not be disconnected at compressors until the hose line has been bled.
7. All excavations shall be visually inspected before backfilling to ensure that it is safe to backfill.
8. Excavating equipment shall not be operated near tops of cuts, banks, or cliffs if employees are working below.
9. Tractors, bulldozers, scrapers and carryalls shall not operate where there is a possibility of overturning in dangerous areas like edges of deep fills, cut banks and steep slopes.
10. When loading where there is a probability of dangerous slides or movement of material, the wheels or treads of loading equipment, other than that riding on rails, should be turned in the direction which will facilitate escape in case of danger, except in a situation where this position of the wheels or treads would cause a greater operational hazard.

Roofing Operations

1. Knotted hand lines should not be used.
2. Roofers tending kettles, or carrying buckets of hot tar, shall wear gloves that fit snugly at the wrists, and long sleeved shirts fastened at the wrists.
3. At no time should a roofer, while handling or exposed to injury from hot tar, work without a shirt or appropriate footwear.
4. Appropriate portable fire extinguishers shall be kept at or near the kettle, attached, if practicable, to the tongue of the kettle, away from the danger zone.
5. Kettle covers should be equipped with a handle that projects at least fourteen inches (14") away from the surface of the cover or lid.
6. Kettle covers shall be closed and latched when in transit and the kettle should be slop-proof when cover is closed.
7. When parked, means shall be provided to prevent inadvertent movement of the kettle.
8. Ladders should be used with great caution, and roof gutters should not be depended upon for support.
9. Workers handling buckets of hot tar should not carry anything that will interfere with the safety of this operation.
10. The gallows frame shall be securely anchored before hoisting materials.
11. Only muscular power shall be used to hoist materials by means of a gallows frame. A winch or power hoist shall not be used.

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