Code of Safe Practices
Carpentry

Company Name _____

Office Phone _____

Superintendent _____

Sample Minimum Required Personal Protective Equipment (PPE)				
Hard Hat	Safety Glasses	Work Boots	Long Pants	Work Gloves

A. Basic safety rules

1. Report to work fit for duty. Inform your supervisor if you feel you cannot work safely.
2. Minimum required PPE shall be worn at all times.
3. Other PPE (fall protection, face shields, ear protection, etc.) shall be worn as required.
4. Work areas shall be kept clean and free from debris.
5. Exits shall be kept clear, well lit, and unlocked during working hours.
6. Smoking is prohibited in the work area.
7. An appropriate fire extinguisher is to be available in all work areas.
8. Anyone known to be under the influence of drugs, prescription or illegal, or intoxicating substances, shall not be allowed to work while in that condition.
9. Horseplay, scuffling and/or improper use of equipment is prohibited.
10. All employees will receive training and instruction upon hire, when given new job assignments, or when new substances, processes, procedures, or equipment are introduced to the workplace.
11. All employees will attend tailgate safety meetings at least every 10 working days.
12. Report all safety hazards and/or broken equipment to a supervisor right away.
13. Report all accidents and injuries to a supervisor right away.
14. Report all “close calls” or near accidents to a supervisor right away.
15. Always use the correct tool for the job.
16. Inspect all tools and equipment prior to use.
17. Do not use broken tools or equipment.
18. Always use proper lifting techniques. Keep lifted objects close to your body and lift with your legs. Avoid turning or twisting your body while lifting or holding a heavy object.
19. Do not store any material in an unstable manner or over stack materials.
20. Gasoline-powered equipment shall be used only outdoors in well-ventilated areas.

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B. Hand & power tool basics

1. Employees will be trained on the safe operation of tools and equipment they use.
2. All tools will be properly maintained, inspected prior to use, and used according to the manufacturer's instructions.
3. Remove broken, damaged, or defective tools and equipment from service immediately.
4. Always use the correct tool for the job.
5. Power tools will not be altered or modified by removing or bypassing a guard.
6. Use power tools only when guards are in place and in good working condition.
7. Portable electric tools shall not be lifted or lowered by the power cord.
8. Never leave a power tool unattended in the "ON" position.
9. Keep baggy clothing and long hair away from spinning or rotating equipment.
10. Circular saws shall be equipped with a self-adjusting guard below the base plate.
11. Always secure the workpiece before cutting. Never saw freehand.
12. Keep both hands on a circular saw when cutting.
13. Table saws shall be guarded by a hood which encloses the blade above the table.
14. A riving knife or pawls shall be used to prevent kickback during ripping operations.
15. Push sticks will be available and used when necessary.
16. Stand to the side when cutting to avoid potential kickbacks.
17. Saw blades must come to a complete stop before removing the blade from the cut.
18. 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.
19. All compressors, tanks, hoses, and other pneumatic equipment shall be properly maintained.
20. Air hoses shall not be disconnected from compressors until the hose line has been bled.

C. Top 20 ladder safety work practices

1. Always use the correct type and size ladder for the task.
2. Ladders shall be inspected prior to use.
3. Read the manufacturer safety labels and follow recommended use.
4. Remove damaged ladders from service immediately.
5. Ladders must be free of oil, grease, or other slippery materials.
6. Always place ladders on secure and level footing.
7. Avoid placing ladders in doorways or passageways unless protected by barricades.
8. Always fully extend and lock step ladder spreader bars.
9. Never use a step ladder while in a closed position or leaning against something.
10. Never stand on the topcap or the step below the topcap of a step ladder.
11. Angle extension ladders one foot horizontal for every four feet of vertical height.
12. Raise extension ladder side rails a minimum of three feet beyond the landing.
13. Secure extension ladders to prevent slipping or lateral movement.
14. Never carry tools or equipment in your hands while climbing or descending any ladder.
15. Use a tool belt, rope and bucket, or other system to raise tools and equipment.
16. Always maintain three points of contact while climbing or descending any ladder.
17. Take your time while climbing and descending the ladder – do not race up and down.
18. Always face the ladder while climbing or descending.
19. Always keep you center of gravity between the side rails of the ladder.
20. Never overreach – reposition the ladder when necessary.

D. Elevated work areas: guardrails, scaffolding, & personal fall protection

1. A competent person shall make an assessment of potential fall hazards at the jobsite.
2. All leading edges, roof, floor, and/or wall openings shall be protected with guardrails.

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3. Guardrails shall be provided on all exposed sides, except at entrances to stairways.
4. Floor opening covers shall be capable of safely supporting a minimum of 400 pounds or twice the intended load on any one square foot of area, be clearly demarcated and secured to prevent movement.
5. Toeboards are required where persons are required to work or pass under scaffolding and at all interior floor, roof, and shaft openings.
6. Scaffolds or other worker positioning equipment, such as scissor lifts or aerial devices shall be used when work cannot be safely done from ladders.
7. Always maintain minimum clearances from overhead power lines.
8. Scaffolds must be erected under the direction of a qualified person and inspected daily.
9. Scaffold base plates must be placed on mudsills when used on soil or soft materials.
10. All scaffolds must have top rails, mid rails, cross bracing and ladder access.
11. Anchorage or bracing is required to prevent scaffolds from tipping or upsetting.
12. All scaffold planks shall be visually inspected for defects before use each day.
13. Any damage to scaffolds, falsework or other supporting structures shall be immediately reported to the supervisor and repaired before use.
14. Where guardrails or scaffolding is not used, personal fall arrest, personal fall restraint or positioning systems shall be worn by employees with exposure to falling from leading edges, unprotected sides, through shaftways, or other openings.
15. Employees shall be trained in personal fall protection equipment before use.
16. Body belts shall not be used as part of a personal fall arrest system.
17. Personal fall protection shall be inspected prior to each use for wear, damage, and other deterioration, and defective components shall be removed from service immediately.
18. Anchors used for fall arrest shall be capable of supporting at least 5,000 pounds.
19. Anchors used for fall restraint shall be capable of supporting 4 times the intended load.
20. Any harness, lanyard, safety belt, lifeline or other component subjected to a fall or impact loading shall be immediately removed from service.

E. Multi-employer worksites

1. On multi-employer worksites, the **general contractor** (controlling employer) is responsible for overall safety and health conditions on the worksite and has the authority to correct all identified hazardous conditions.
2. The **general contractor** will schedule work and coordinate deliveries to provide adequate working space for independent skilled trades to work safely.
3. A Code of Safe Practices shall be posted at a conspicuous location at each job site or be provided to each supervisory employee. All subcontractors will follow the Code.
4. Subcontractors are responsible for ensuring their employee follow established safety rules, and do not create hazards for themselves or other trades.
5. Subcontractors are responsible for inspecting their work area and correcting any hazards they create.
6. All subcontractors will immediately notify the **general contractor** if they identify a hazard beyond their authority to control.
7. When an imminent hazard exists which cannot be immediately abated without endangering employees and/or property, all exposed personnel will be immediately removed from the area except those employees necessary to correct the existing condition. These employees shall be provided with necessary safeguards.
8. Adequate toilets and handwashing facilities will be provided by the **general contractor**.
9. The **general contractor** and subcontractors shall ensure the availability of a suitable number of appropriately trained persons to render first aid.

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10. Housekeeping is an important part of every job. All employees are responsible for keeping their work area clean and free of trash and debris.
11. 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.
12. Employees are not permitted to enter manholes, underground vaults, chambers, tanks, silos, or other confined spaces unless it has been determined that it is safe to enter.
13. Subcontractors will provide the **general contractor** with Safety Data Sheets for products they bring to the jobsite.
14. Gasoline shall not be used for cleaning purposes.
15. Always keep flammable or toxic chemicals in closed containers when not in use.
16. Employees must not handle or tamper with any electrical equipment, machinery, or utilities in a manner not within the scope of their duties, unless they have received instructions from their superintendent.
17. 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.
18. Only authorized, trained and qualified persons shall operate machinery or equipment.
19. 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.
20. When appropriate, the control of hazardous energy (lockout/tagout) procedures shall be used.

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