



## Safety Clips – Instruction Page

Each Safety Clip has two parts – An inspection (job hazard analysis) and a tailgate safety meeting. These can be used separately (just the inspection or just the tailgate meeting/safety training) but the intent is to use them together. Do the inspection then provide training on any deficiencies that are found from the inspection using the safety training form. If no deficiencies are found, move on to another job task.

The inspection process is valuable as it can assist with defining hazards and determining what topics need to be covered in your organization. This process can also assist with creating your Code of Safe Practices. Construction-related companies are required to do Tailgate Safety meetings every 10 days per Cal/OSHA, you might as well make them effective and useful!

Safety Clips Available:

- SC2 – Vehicle Inspection & Defensive Driving Training
- SC3 – Table Saw Inspection & Table Saw Safety Training
- SC5 – Nail Gun Inspection & Nail Gun Safety Training
- SC7 – Excavation/Trenching Inspection & Excavation/Trenching Safety Training
- SC10 – Back Safety Inspection & Back Safety Training
- SC14 – Noise Hazard Inspection & Hearing Safety Training

If you have questions regarding safety training or these Safety Clips please contact **Karen Bowden at Valley Builders' Exchange, Inc.** at (209) 522-9031 or [kbowden@valleybx.com](mailto:kbowden@valleybx.com).



# SAFETY CLIPS

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## Vehicle Inspection

**Items to inspect:** (✓ = okay x = correction needed)

- |   |  |
|---|--|
| <input type="checkbox"/> Head Lights                | <input type="checkbox"/> Backup Lights               |
| <input type="checkbox"/> Stop Lights                | <input type="checkbox"/> Turn Signals                |
| <input type="checkbox"/> Brake Lights               | <input type="checkbox"/> Emergency Flashers          |
| <input type="checkbox"/> Horn                       | <input type="checkbox"/> Windshield Wipers & Washer  |
| <input type="checkbox"/> Spare Tire/Tools           | <input type="checkbox"/> Current Registration & Tag  |
| <input type="checkbox"/> Current Proof of Insurance | <input type="checkbox"/> Tire Wear/Pressure          |
| <input type="checkbox"/> Steering                   | <input type="checkbox"/> Brakes                      |
| <input type="checkbox"/> Parking Brake              | <input type="checkbox"/> Seat Belts                  |
| <input type="checkbox"/> Drivers License Current    | <input type="checkbox"/> Maintenance Records Current |

### Unsafe activity to watch for:

- Not using seatbelts
- Following traffic too closely
- Riders in truck/pickup bed
- Driving truck with unsecured/unstable loads
- Speeding in work zone/area
- Multi-tasking while operating vehicle
- Jumping off of truck/pickup bed
- Engine running on unattended vehicle
- Turning on steep incline (rollover)
- Entering & exiting vehicle while refueling
- Driving angry, stressed or fatigued
- Backing up blind w/o spotter
- Driving while under the influence of drugs or alcohol
- Disregarding environmental hazards (fog, traffic, rain, rough terrain, etc.) by driving too fast
- Use of cell phones while driving

### Other safety issues noted:

### Corrective Actions Taken:

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_



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# SAFETY CLIPS

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## Defensive (Professional) Driving Techniques

- Service and inspect vehicle regularly
- Wear your seat belt
- Concentrate on driving vehicle at all times
- Avoid multi-tasking while operating a vehicle
- Keep a 360 degree escape path/safety buffer zone on the freeway
- Slow down when conditions dictate
- Avoid aggressive drivers (get out of their way)
- Use headlights (be seen)
- Remember, driving is not a competition – get from point 'A' to point 'B' safely
- Do not drive while taking prescription drugs that make you drowsy
- Anticipate what the other drivers are going to do
- Always be courteous, even to unprofessional type drivers
- Avoid road hypnosis by taking breaks during long drives
- Do not use cell phone while driving.

### Post Training Questions:

- Why is it important to maintain your vehicle?
- How should you treat aggressive drivers?
- What is a safe distance to follow traffic?
- What is the safety way to use a cell phone while driving?
- What type of work related accident has the highest death rate?

### Safety Recommendations by Employees:

### Employees in Attendance:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Instructor name: \_\_\_\_\_ Date: \_\_\_\_\_

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# SAFETY CLIPS

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## Table Saw Inspection

**Items to inspect:** ( ✓ = okay x = correction needed)

- ( ) Housekeeping around saw
- ( ) Set up on dry/level/stable surface
- ( ) Guards in place
- ( ) Abrasions, cuts, splices in power cord
- ( ) Set up away from heavy traffic areas
- ( ) Power cord connectors in good condition
- ( ) Employees trained to operate table saw
- ( ) Unattended saw turned off and unplugged
- ( ) Kick back area clear of traffic
- ( ) Fire extinguisher readily available
- ( ) Personal protective equipment readily available and good condition
- ( ) GFCI circuit inspected daily (new construction)
- ( ) Check for trip, slip or fall hazards around saw
- ( ) Indoor operation has proper ventilation or filtration system
- ( ) Table saw inspected for serviceability – Unfit saw red tagged and taken out of operation

### Unsafe activity to watch for:

- ( ) Not using personal protective equipment
- ( ) Allowing scrap and debris to build up
- ( ) Wearing loose jewelry
- ( ) Operating saw without formal training
- ( ) Working too large of stock without help
- ( ) Pushing material through rather than feeding material through saw blade
- ( ) Not using push stick or push block when feeding material close to blade
- ( ) Operating saw on unstable platform
- ( ) Not containing or controlling long hair
- ( ) Not maintaining a safety zone around saw
- ( ) Operating saw within 'kick back' zone
- ( ) Not using table extension for long boards

### Other safety issues noted:

### Corrective Actions Taken:

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# SAFETY CLIPS

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## Table Saw Safety

- Only trained employees are to operate table saw
- Use personal protective equipment (hearing & eye protection)
- Wear proper work clothing
- Inspect the table saw before operating
- Disconnect power before changing blades or inspecting blade
- Never operate table saw while standing on unstable platform/ground
- Do not stand in 'kick back' zone
- Keep your hand and body parts away from the blade (use push stick/block)
- Do not crowd the saw – a blade in good condition will cut stock with little effort
- Maintain good housekeeping around the saw and work platform
- Do not wear loose jewelry and contain long hair
- Get help with long stock or heavy stock
- Use table extensions when stock requires
- Do not operate saw if under the influence of drugs or alcohol or if fatigued
- Red tag equipment if unsafe or not working properly and report it to supervisor/foreman
- Check GFCI circuit daily when using temporary electrical feeds

### Post Training Questions:

- Why do you have to be formally trained to operate a table saw?
- Why should a table saw be disconnected before changing a blade?
- Is it okay to have a helper hold on to stock being fed rather than using a table extension?
- What personal protective equipment should be worn while operating a table saw?

### Safety Recommendations by Employees:

### Employees in Attendance:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Instructor name: \_\_\_\_\_ Date: \_\_\_\_\_

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# SAFETY CLIPS

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## Nail Gun Inspection

**Items to inspect:** ( ✓ = okay x = correction needed)

- |  |   |
|--|---|
| <input type="checkbox"/> Muzzle safety device operational        | <input type="checkbox"/> Safety clips used                            |
| <input type="checkbox"/> Hose disconnected when not in use       | <input type="checkbox"/> Safety glasses clean and in good condition   |
| <input type="checkbox"/> Operators properly trained to use tool  | <input type="checkbox"/> Formal training documented                   |
| <input type="checkbox"/> Tool cleaned and inspected daily        | <input type="checkbox"/> Air hoses in good condition                  |
| <input type="checkbox"/> Hose connectors in good condition       | <input type="checkbox"/> Fall protection (4:12 or greater roof pitch) |
| <input type="checkbox"/> Air compressor wheels locked or blocked | <input type="checkbox"/> DOSH permit for air tanks *                  |
| <input type="checkbox"/> Air tank drained daily                  | <input type="checkbox"/> Pop air tank safety valves at least weekly   |
| <input type="checkbox"/> Warning signs on auto start compressors | <input type="checkbox"/> Air hose secured at roof level **            |

\* No permit required for air tanks with diameter less than 6" and equipped with a safety valve set to open at 15 psi or tanks having 1.5 cf or less with a safety valve set at 150 psi.

\*\* Provide ample but not excessive amounts of hose. Applicable when roof pitch is 3:12 or greater.

### Unsafe activity to watch for:

- Not using safety glasses
- Not wearing proper work clothing and shoes
- Disengaging safety devices
- Repairing/clearing gun while connected to air
- Working on unstable platform
- Carelessly pointing gun
- Working while mentally or physically fatigued
- Using unsafe short cuts

### Other safety issues noted:

### Corrective Actions Taken:

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# SAFETY CLIPS

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## Nail Gun Safety Training

- Use approved safety glasses
- Wear proper work boots/shoes and clothing
- Respect a nail gun as though it were a fire arm
- Inspect equipment for possible damage or failure daily (nail gun, compressor, hoses)
- Lock or block wheels of air compressor when in use
- Disconnect gun from air supply when not in use
- Only trained employees allowed to operate nail gun
- If equipment damaged, red tag and report to supervisor
- Do not operate a nail gun if fatigued or under the influence of drugs or alcohol
- Check safety devices on nail gun and compressor regularly
- Use fall protection when working on roof with pitch of 4:12 or greater
- When working on a roof, secure hose at roof line when pitch is 3:12 or greater
- Trip hazards are a leading cause of job site injuries, be careful when using a nail gun
- Follow Code of Safe Practices established by the company

### Post Training Questions:

- What protective equipment is required when operating a nail gun?
- Who is authorized to use a nail gun
- If you find a loose connector on an air hose, what do you do?
- At what roof pitch is fall protection required?
- What is a leading cause of on the job injuries?

### Safety Recommendations by Employees:

### Employees in Attendance:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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# SAFETY CLIPS

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## Trenches & Excavations Inspection

**Items to inspect:** ( ✓ = okay x = correction needed)

- ( ) Documentation of start work notifications to regional centers and utility owners 2 days before
- ( ) Approximate location of underground utilities determined and documented
- ( ) Permit from DOSH if workers will enter excavation 5 feet or deeper
- ( ) Underground utilities protected, supported or removed as necessary
- ( ) Employees protected from cave-ins by proper protective systems for excavations 5' or deeper
- ( ) Excavations less than 5' deep or in stable rock, must be cleared by a competent person before being excluded from a cave in protection system
- ( ) Competent person on site is qualified for excavation safety and operations
- ( ) Competent person inspects and monitors excavation continuously throughout the work day
- ( ) Competent person has authority to stop work in event a hazardous condition develops
- ( ) Soil classifications monitored continuously for possible required change in protective systems
- ( ) Ladders or other access provided within 25' of work area when trench 4' or deeper
- ( ) Potential for cave-in due to nearby traffic or other vibrations and movement is assessed
- ( ) Excavation/trench clearly defined by appropriate warning signs and barriers where necessary
- ( ) Excavated material and other material must be kept at least 2' from edge of excavation
- ( ) Confined space hazards are assessed
- ( ) Bridges with guardrails must be installed when trench is at least 6' deep and 30" or more wide
- ( ) Toilet and hand washing facilities are clean and stocked
- ( ) Shoring equipment is in good condition
- ( ) Emergency medical service plan ( ) First aid kit stocked and available
- ( ) First Aid/CPR qualified personnel ( ) Training provided and documented for all workers

### Unsafe activity to watch for:

- ( ) Personnel entering a excavation site not meant for entry
- ( ) Personnel jumping over trenches/excavations
- ( ) Personnel observing work in trench from unstable edge
- ( ) Running near or along edge of excavation/trench
- ( ) Using poor body mechanics
- ( ) Operating vehicles too close to excavation/trench
- ( ) Piling material too close to edge of excavation
- ( ) Using ladder unsafely
- ( ) Ignoring equipment traffic around the work site

### Other safety issues noted:

### Corrective Actions Taken:

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_



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# SAFETY CLIPS

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## Excavation/Trenching Safety Training

- Never enter a trench without approval of onsite supervisor
- Always be aware of heavy equipment movement
- Never guess about the location of underground utilities
- Never assume that entry is safe.....Ask your supervisor
- Always use your personal protective gear and wear proper work clothing
- A competent person must inspect shoring or other methods used to prevent cave ins
- Avoid the edge of any excavation when possible
- Drink sufficient amounts of water when working in a trench/excavation
- Report any unstable earth movement within an excavation to your supervisor
- Ensure means of egress (ladder every 25')

### Post Training Questions:

- How should a worker enter an excavation/trench
- Is it necessary for the supervisor to okay entry today if you worked in the trench yesterday?
- How close can you pile equipment or material to the edge of a trench or excavation?
- Why is it important to hydrate while working in a trench?

### Safety Recommendations by Employees:

### Employees in Attendance:

_____	_____
_____	_____
_____	_____
_____	_____
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# SAFETY CLIPS

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## Back Safety Inspection

**Items to inspect:** ( ✓ = okay x = correction needed)

- ( ) Proper foot wear worn by personnel
- ( ) Housekeeping in work area
- ( ) Work gloves being used when appropriate
- ( ) Slip, trip & fall hazards eliminated if possible
- ( ) Barriers warning of fall hazards
- ( ) Personnel walking around material, not over
- ( ) Crew warned to be extra cautious around slip, trip & fall hazards which can't be eliminated
- ( ) Proper bending, lifting and carrying techniques used by personnel
- ( ) Assistance used in awkward or heavy material handling

### Unsafe activity to watch for:

- ( ) Jumping down from an elevated platform
- ( ) Carrying/lifting difficult or heavy items alone
- ( ) Running on the job site
- ( ) Twisting body while lifting or carrying a load
- ( ) Not using gloves when appropriate
- ( ) Not practicing good housekeeping
- ( ) Bending from waist rather than using squat
- ( ) Working near edge of elevated surface without fall protection
- ( ) Not using forklift/wheel barrow/hand truck to transport heavy items

### Other safety issues noted:

### Corrective Actions Taken:

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## Back Safety Training

- Stretch out and loosen up before starting out on cool mornings
- Clear the area of unnecessary trip and slip hazards and be extra cautious around hazards that cannot be eliminated
- Do not twist your body while carrying or lifting material
- Slowly lift items up to carry (do not jerk the lift)
- Test the weight of an item (especially boxed items) before lifting
- Maintain the natural curve in your lower back when lifting or carrying
- Squat down to an item to lift it up, with shoulders, hips, knees square
- Keep the load as close to your body as possible
- Injuries occur from the shock of landing when jumping off an elevated platform
- Balance is critical while lifting or carrying so avoid unstable platform/ground
- Trip hazards are a greater risk when your view is obstructed by the carry
- If it is a tough lift or carry, get help
- Use a hand truck or wheel barrow to transport heavy loads
- Be careful with odd shaped or extra large/bulky items even if they are light in weight....difficult to keep good balance

### Post Training Questions:

- Why should you test the weight of an item before lifting?
- When can a light item cause back strain?
- What techniques are used in a proper lift and carry? (have someone demonstrate)
- Why is balance so important in lifting and carrying items?

### Safety Recommendations by Employees:

#### Employees in Attendance:

_____	_____
_____	_____
_____	_____
_____	_____
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# SAFETY CLIPS

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## Noise Hazard Inspection

**Items to inspect:** ( ✓ = okay x = correction needed)

- ( ) Stop and listen; Are there any loud noises on the job site? Be especially aware of high pitched noises which may indicate misuse of power tools.
- ( ) Do you hear/use any of the following, if so check usage of hearing protectors:
  - Jackhammer
  - Powder-actuated tools
  - Hand planers
  - Circular Saws
  - Gas Chain Saws
  - Gas Powered Landscape Equipment
  - Table Saws
  - Well Drilling Equipment
- ( ) Do you hear any of the following? If so determine the average time usage. Hearing protection may be necessary:
  - Nail guns
  - Cut-off Saw
- ( ) Inspect Ear Muffs and supply of Ear Plugs:
  - Kept in a container protected from the environment
  - Kept clean
- ( ) Training records and inspection records (Determine if your attempts to protect employees from hearing loss is effective?)
- ( ) Are personnel exposed to loud noise though out the work day (85 dB average for 8-hour work day is the "Action Level" established by CalOSHA for all employers)?. Contact your State Fund Loss Control Consultant if your crew or any personnel maybe at risk. They will measure sound levels to determine if the "Action Level" has been reached and then make recommendations.

### Unsafe activity to watch for:

- ( ) Not using hearing protection when operating noisy equipment or in the vicinity of loud noises
- ( ) Improperly using power tools, causing them to produce loud noises (forcing a dangerous cut, using a dull blade, not using lubricant when necessary, etc.)
- ( ) Using improper hearing protection or wearing protection improperly.

### Other safety issues noted:

### Corrective Actions Taken:

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_



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## Conserve Your Hearing

- Noise exposure can come from many different sources in your daily lives. You need to be aware of these noises and eliminate or avoid them whenever possible.
- If you are unable to eliminate or avoid them, protect yourself by wearing suitable hearing protection
- Even small doses of extremely loud noises can be permanently damaging to your hearing
- Using properly adjusted and maintained power tools are essential in reducing unnecessary noise
- Use hearing protection, even during single application, with tools like powder-actuated tools, jackhammers, power planers, table saws, gas chain saws, circular saws, etc. that produce very loud noises. Remember, if it is slightly painful to the ears, wear hearing protectors
- A circular saw produces peak sound levels of 113 dB of sound. According to OSHA the maximum exposure time to noise at 113 dB is 20 minutes per day. Exposure time greater than 20 minutes per day will cause permanent hearing damage.
- Hearing loss is irreversible.

### Post Training Questions:

- When should a person use hearing protection?
- Is it okay to defer the use of hearing protection when you just have one cut to make with a circular saw?
- Can you body reverse hearing loss?
- Are there surgical procedures that will restore your hearing to 100%?
- Since you have two ears, you can always use the one good ear you have left if one suffers noise damage. True or False.

### Safety Recommendations by Employees:

#### Employees in Attendance:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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