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## Setting up Construction Safety on a New Job Site

Circle Safety will help you set up a site-specific safety system for your new job site. We will help you respond to your company's occupational safety and health requirements. In doing so, we will also help you understand and come into compliance with the Virginia OSHA laws and standards. If you are the project manager or the general contractor, we will also help you coordinate the safety of your contractors. If you are a sub-contractor we can help you decide which of the following are necessary for your safety efforts.

### Here is what we recommend when you set up a new job site:

#### Your Safety System Documented in Writing...

- Document - in writing - all safety efforts.
- Make sure a copy of your company's safety and health manual is on site.
- Provide site-specific safety information at the front of this manual, if needed.
- Make sure you have a written emergency action plan in the manual
- Consider having a "drug-free workplace" policy including random testing

#### Your Posted Information....

- Post the VOSH or OSHA job site Notice
- Post details of your emergency action plan. (Use Circle Safety's form if you need one.)

#### Your Emergency Action & Fire Prevention Plan...

- List emergency numbers (don't expect 911 to work on cell phones)
- Describe the emergency alarm or alert systems to be used
- List evacuation instructions
- Note where everyone is to assemble during an emergency (provide & post map)
- List all workers trained in First Aid & CPR (have copies of their certifications)
- Have a list of local suppliers of equipment and services necessary during emergencies
- Make contact with local fire, rescue and police to develop relationships and strategies

#### Your Basic Safety Equipment ....

- First Aid supplies including medical gloves, CPR masks, eye wash supplies
- Bloodborne Pathogens clean up kit
- Air horn or other system to be used as an emergency alarm
- Fire Extinguishers for the building
- Fire Extinguishers near temporary fuel storage
- Fire Extinguishers for mobile equipment
- PPE appropriate for the work and the exposures
- Consider using color coding for safety equipment

**Your Site Services...**

- Appropriate number of lavatories and handwashing facilities
- Potable water, with paper cups and trash can immediately available
- Adequate entrances, roadways, parking and signage specific to the needs of the site
- Adequate equipment pads for cranes and other equipment
- Adequate fuel storage locations and diking, if necessary

**Your Hazard Communication Program ...**

- Describe your program in writing
- List all chemicals in use on site (be site specific)
- Have an up-to-date MSDS for each chemical
- Be sure all chemical users have Hazard Communications training

**Your Competent/Qualified Persons....**

- Be aware of all technical issues that require a competent or qualified person
- Maintain a list of competent/qualified persons, by technical issue
- Periodically check to make sure they are on site & performing their duties

**Your Regularly Scheduled Safety Training and Safety Meetings ...**

- Make sure all workers have their relevant safety training prior to starting
- Hold employee safety orientation and project start-up safety meeting for all workers
- Make sure there are weekly tool box talks/training for workers
- Weekly supervisors' project meetings should start with safety discussions
- If lost-time accidents occur, inform all workers and teach how to prevent such accidents

**Your Regularly Scheduled Safety Audits/Inspections...**

- Daily and other required inspections by competent persons
- Weekly checks of first aid kits
- Weekly checks of location of fire extinguishers
- Monthly checks of fire extinguishers
- Regularly scheduled equipment inspections
- Prompt incident/accident investigation with written report
- Regularly scheduled (i.e.: weekly, biweekly or monthly) full site safety audits with written report and photo documentation)

**Your Accident/Incident Investigation Kit...**

- Have a plan for accident/incident investigation in the safety manual
- Know who is responsible for investigations, including back-up investigators
- Have a check list or incident investigation form ready to use
- Have a camera and film immediately available
- Consider a portable tape recorder or video camera with audio for witness statements
- Have basic supplies ready in a "go bag" including yellow tape, tape measurer, camera, medical gloves, etc.)