



Safety Awareness:

How to Use FrameSAFE Checklists to Improve Jobsite Safety

The FrameSAFE manual was designed as a tool to help your company achieve the goal of providing a safe and healthy work environment for all Employees. This goal can be reached only by everyone working continuously to promote safe work practices and to maintain property, tools and equipment in a safe operating condition. Every procedure must be a safe procedure. Shortcuts in safe procedures cannot be tolerated.

Safety is everyone's responsibility. These checklists were created to assist in educating your Employees and building a culture of safety on your jobsites. The goal of these checklists is to ensure that action is taken to correct safety infractions as quickly as possible, and that in some cases (as defined in the Stop & Fix Checklist) work is halted while the situation is corrected.

Suggestions for Using the Stop & Fix Checklist:

- Share the Checklist with all jobsite supervisors that pertain to framing operations (i.e., GCs, subcontractors, etc.) and other leaders, and set an expectation for its use.
- Laminate copies of the Checklist and post them in prominent places on your jobsites (e.g., entrances to the building, egress areas, break area, etc.).
- Add the expectations regarding the items on this Checklist to your jobsite orientation meetings. Explain the importance of the "stop & fix" approach to general jobsite safety.
- Plan a Toolbox Talk or other jobsite safety meeting to review the contents of and expectations about the Checklist at regular intervals.

Suggestions for Using the Audit Checklist:

- Share the Checklist with your safety director or other supervisor/foreman in charge of safety compliance and set an expectation for its use.
- Consider sharing the Checklist with GCs and stating how often the audit will be performed.
- Use the results of the audit process to customize your ongoing safety training plans, including Toolbox Talks available with the FrameSAFE program. Documentation of weekly training is key to ongoing safety compliance.

NOTE: The Safety Awareness Audit and Safety Awareness Stop & Fix Checklists were created to assist you in monitoring the subscriber's adherence to the FrameSAFE program on your jobsites. FrameSAFE is based on OSHA's 1926 Standard. Therefore, while you may add additional and/or more specific items to the list to further your safety efforts, the National Framers Council recommends that you not delete any checklist item in order to maintain OSHA compliance.



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Safety Awareness: Stop & Fix

If the work area does not meet the requirements specified below, either bring the area into compliance or notify your supervisor/GC immediately. Work should not continue in that area until the compliance issue is resolved.

General Jobsite Safety:

- ☐ Warning signs and safety posters have been posted on jobsite.
- ☐ Work areas are clear of jobsite waste.
- ☐ Main passages and walkways are free of all materials, cords, ropes, air hoses, etc. to avoid tripping hazards.
- ☐ Protruding nails are being removed or bent over from lumber waste.
- ☐ Gas cans and fire extinguishers are located at least 10 ft. (3.1 m) away from gas-powered equipment.
- ☐ Electrical cords are in good working order with a 3-prong plug.
- ☐ Cords are plugged into GFI (ground fault interrupter) protected outlets only.
- ☐ Lockout and tagout processes are being used (when required).
- ☐ Drinking water is available to prevent heat illness.

Personal Safety:

- ☐ Proper PPE (hard hats and eye protection) and work attire (work shoes and clothing) is being worn by everyone on jobsite.

Fall Protection:

- ☐ Workers are using suitable anchors, proper safety harnesses and proper securing devices.
- ☐ All fall protection equipment has been inspected prior to use and is in good working condition.
- ☐ Openings ("holes") have been protected with a secured cover and indicated with appropriate signage and/or safety rails have been put in place around the opening.

- ☐ Guardrails are installed where necessary. Examples include breezeways, landings, stairways, and window/door/elevator openings.
- ☐ Top Rail of guardrails are set at 42 in. +/- 3 in. (106.7 cm +/- 7.6 cm) and mid rails are installed at 21 in. (53.3 cm) or at a height midway between the top edge of guardrail and the walking/working level. Guardrails are secured/braced every 8 ft. (2.4 m). A toe board is set at 3.5 in. (8.9 cm) when needed to prevent materials and tools from falling to a lower level.

Scaffolding:

- ☐ Where scaffolding has been erected, it is at least 10 ft. (3.1 m) from power lines.
- ☐ Proper fall protection is in use on scaffolds over 10 ft. (3.1 m).
- ☐ Where pump jacks are erected, they are at least 10 ft. (3.1 m) from power lines.
- ☐ Pump jack guard rails follow manufacturer guidelines or a PFAS is used.

Ladders:

- ☐ All ladders have been inspected prior to use and are in good working condition.
- ☐ Three points of contact are being made when using ladders.
- ☐ Where ladders are being used, they are at least 10 ft. (3.1 m) from power lines.
- ☐ Stepladders are being used in fully open and locked position.
- ☐ Employees are not sitting or standing on the top or top step of a step ladder.
- ☐ Extension ladders are secured properly at top and bottom.

Jobsite Equipment (Forklifts & Aerial Lifts):

- ☐ All operators have been certified and are in possession of their certification card, to be presented upon request. Equipment is being operated according to manufacturer recommendations.
- ☐ Seatbelts are being worn properly.
- ☐ Jobsite equipment is being used on level ground that is clear of debris.
- ☐ Proper fall protection is being used with aerial lifts.
- ☐ Jobsite equipment operation complies with OSHA requirements for use near power lines.

Power-Operated Hand Tools:

- ☐ All hand tools and compressors have been inspected prior to use and are in good working condition.
- ☐ Appropriate PPE is being worn when using hand tools.
- ☐ All shields and guards are in place and being used properly.

- ☐ Nail guns are being used according to manufacturer recommendations and have not been modified.
- ☐ Ground-fault circuit interrupters (GFCI) are in use to minimize the risk of electrocution or electric shock.
- ☐ Powder-actuated tool operators have been certified and are in possession of their certification card, to be presented upon request.
- ☐ Fired and partially fired cartridges are being disposed of properly.
- ☐ Unfired cartridges are being stored in a dry place used for cartridges only.

Crane Operations:

- ☐ Crane Operators have been certified and are in possession of their license, to be presented upon request.
- ☐ Riggers have been certified and are in possession of their certification card, to be presented upon request.
- ☐ Signalers have been certified and are in possession of their certification card, to be presented upon request.
- ☐ Mobile crane is barricaded properly (highly visual cones, ropes, tape, etc.) for swing radius.
- ☐ Crane operation complies with OSHA requirements for use near power lines.



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Safety Awareness Audit

Safety Training & Forms:

- ☐ A complete copy of the FrameSAFE manual is available on the jobsite in designated area (either hard copy or electronically).
- ☐ Competent persons have been designated and assigned to the jobsite.
- ☐ Jobsite Emergency Contact information form has been completed and posted in designated area.
- ☐ FrameSAFE job orientation was conducted at beginning of job for Employees and proper documentation filed.
- ☐ FrameSAFE job orientation was conducted at beginning of job by Skilled Subcontractors for their employees and proper documentation filed.
- ☐ Site-specific fall protection plan has been implemented and training provided.
- ☐ Toolbox Talks are done weekly and proper documentation filed.
- ☐ AHAs are being used if applicable/required.
- ☐ Evacuation plan has been implemented and training provided.

General Jobsite Safety:

- ☐ **STOP & FIX*:**
 - ☐ Warning signs and safety posters have been posted on jobsite.
 - ☐ Work areas are clear of jobsite waste.
 - ☐ Main passages and walkways are free of all materials, cords, ropes, air hoses, etc. to avoid tripping hazards.
 - ☐ Protruding nails are being removed or bent over from lumber waste.
 - ☐ Gas cans and fire extinguishers are located at least 10 ft. (3.1 m) away from gas-powered equipment.
 - ☐ Electrical cords are in good working order with a 3-prong plug.
 - ☐ Cords are plugged into GFI (ground fault interrupter) protected outlets only.
 - ☐ Lockout and tagout processes are being used (when required).

- ☐ Drinking water is available to prevent heat illness.
- ☐ Fire extinguishers are available in designated areas.
- ☐ Fire Extinguishers have current inspection tags.
- ☐ First aid kit is easily accessible in designated area.
- ☐ Basic First Aid and CPR Trained Person are available onsite or medical services are reasonably accessible in terms of time and distance to the worksite.
- ☐ Emergency phone numbers and address of jobsite are posted.
- ☐ Hazardous substances are stored in designated areas and are properly labeled with identity of the materials and all appropriate hazard warnings. Safety Data Sheets (SDS) are available.
- ☐ Training and documentation are up to date regarding the HAZCOM program.

Personal Safety:

- ☐ **STOP & FIX*:**
 - ☐ Proper PPE (hard hats and eye protection) and work attire (work shoes and clothing) is being worn by everyone on jobsite.
- ☐ All personal protective equipment (glasses, hard hats) meets ANSI Standards.
- ☐ Ear protection is being worn when an Employee's decibel exposure exceeds 85 decibels.
- ☐ Gloves are being worn when engaged in work activity that could cause a laceration or puncture wound of the wrists or hands on the jobsite.
- ☐ Dust masks are being worn according to the recommendations specified in the Safety Data Sheets (SDS) of the material from the manufacturer.

Fall Protection:

- ☐ **STOP & FIX*:**
 - ☐ Workers are using suitable anchors, proper safety harnesses and proper securing devices.
 - ☐ All fall protection equipment has been inspected prior to use and is in good working condition.
 - ☐ Openings ("holes") have been protected with a secured cover and indicated with appropriate signage and/or safety rails have been put in place around the opening.
 - ☐ Guardrails are installed where necessary. Examples include breezeways, landings, stairways, and window/door/elevator openings.
 - ☐ Top Rail of guardrails are set at 42 in. +/- 3 in. (106.7 cm +/- 7.6 cm) and mid rails are installed at 21 in. (53.3 cm) or at a height midway between the top edge of guardrail and the walking/working level. Guardrails are secured/braced every 8 ft. (2.4 m). A toe board is set at 3.5 in. (8.9 cm) when needed to prevent materials and tools from falling to a lower level.
- ☐ Materials and equipment are located at least 6 ft. (1.8 m) from the leading edge unless guardrail system is in place.

- ☐ A post fall recovery plan is in place.

Scaffolding:

- ☐ **STOP & FIX*:**
 - ☐ Where scaffolding has been erected, it is at least 10 ft. (3.1 m) from power lines.
 - ☐ Proper fall protection is in use on scaffolds over 10 ft. (3.1 m).
 - ☐ Where pump jacks are erected, they are at least 10 ft. (3.1 m) from power lines.
 - ☐ Pump jack guard rails follow manufacturer guidelines or a PFAS is used.
- ☐ Scaffolding is erected on a firm and level foundation. Wheels are locked, where applicable.
- ☐ Scaffolding is being inspected on a daily basis prior to use.
- ☐ Proper scaffold planking is in place and free of debris.
- ☐ Pump jack poles are secured to the building per manufacturer specifications.
- ☐ Pump jacks are set on level surface with correct mud sill with bracing installed per manufacturer recommendation.

Ladders:

- ☐ **STOP & FIX*:**
 - ☐ All ladders have been inspected prior to use and are in good working condition.
 - ☐ Three points of contact are being made when using ladders.
 - ☐ Where ladders are being used, they are at least 10 ft. (3.1 m) from power lines.
 - ☐ Stepladders are being used in fully open and locked position.
 - ☐ Employees are not sitting or standing on the top or top step of a step ladder.
 - ☐ Extension ladders are secured properly at top and bottom.
- ☐ All job built ladders conform to ANSI standards.
- ☐ All ladders extend at least 3 ft. (.9 m) past platform.
- ☐ The capacity safety stickers on step ladders and extension ladders are readable.

Jobsite Equipment (Forklifts & Aerial Lifts):

- ☐ **STOP & FIX*:**
 - ☐ All operators have been certified and are in possession of their certification card, to be presented upon request. Equipment is being operated according to manufacturer recommendations.
 - ☐ Seatbelts are being worn properly.
 - ☐ Jobsite equipment is being used on level ground that is clear of debris.

- ☐ Proper fall protection is being used with aerial lifts.
- ☐ Jobsite equipment operation complies with OSHA requirements for use near power lines.
- ☐ Manufacturer instruction manuals are located on jobsite equipment.
- ☐ Equipment logs are current.
- ☐ Steps, railings and platform surfaces are clean and clear of debris.
- ☐ Fire extinguishers with current inspection tags are available on all forklifts, aerial lifts and cranes.
- ☐ Operator remains on the equipment when in use.

Power-Operated Hand Tools:

- ☐ **STOP & FIX*:**
 - ☐ All hand tools and compressors have been inspected prior to use and are in good working condition.
 - ☐ Appropriate PPE is being worn when using hand tools.
 - ☐ All shields and guards are in place and being used properly.
 - ☐ Nail guns are being used according to manufacturer recommendations and have not been modified.
 - ☐ Ground-fault circuit interrupters (GFCI) are in use to minimize the risk of electrocution or electric shock.
 - ☐ Powder-actuated tool operators have been certified and are in possession of their certification card, to be presented upon request.
 - ☐ Fired and partially fired cartridges are being disposed of properly.
 - ☐ Unfired cartridges are being stored in a dry place used for cartridges only.
- ☐ All power equipment plugs have been inspected to ensure they are in good working condition with no modifications or splintering of the outer cord casing of cord. Either a 3-prong plug or manufacturer-approved, double-insulated 2-prong plug is being used as needed.
- ☐ Gas air compressors and generators are being used outdoors only.
- ☐ Fire extinguishers are located near gas powered equipment, and gas cans are at least 10 ft. (3.1 m) away.

Crane Operations:

- ☐ **STOP & FIX*:**
 - ☐ Crane Operators have been certified and are in possession of their license, to be presented upon request.
 - ☐ Riggers have been certified and are in possession of their certification card, to be presented upon request.
 - ☐ Signalers have been certified and are in possession of their certification card, to be presented upon request.
 - ☐ Mobile crane is barricaded properly (highly visual cones, ropes, tape, etc.) for swing radius.
 - ☐ Crane operation complies with OSHA requirements for use near power lines.

- ☐ Rigging and strapping have been inspected and are in good working condition with required manufacturer inspection tags.
- ☐ Proper communication is being used (hand signals, radios, etc.) between signaler and crane operator.
- ☐ Documentation of annual crane inspection is current.
- ☐ Crane Operator is performing daily inspections per manufacturer and/or OSHA recommendations.

* If the work area does not meet the requirements specified, either bring the area into compliance or notify your supervisor/GC immediately. Work should not continue in that area until the compliance issue is resolved.

Name of Jobsite

Name of Foreman

Auditor (Print Name)

Signature

Date/Time of Audit

SAMPLE



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Tool Inspection Checklist

**If the tools do not meet the requirements specified below,
either bring them into compliance or notify your supervisor/GC immediately.
Tools should not be used until the compliance issue is resolved.**

Hoses:

- ☐ No holes or leaks.
- ☐ Not attached with tape/clamps and the connectors are in good working condition.
- ☐ Only suitable connectors have been used for repairs.

Extension Cords:

- ☐ No cuts in outer casing.
- ☐ No repairs with electrical tape.
- ☐ All plugs are in good condition and have three prongs.
- ☐ Electrical cords are recommended to be a minimum of 14 gauge.
- ☐ Replace damaged cord ends and plugs to be a full cord set.

Ladders:

- ☐ Ladders are rated for heavy duty use - 250 pounds or more (Type 1).
- ☐ Labels are legible.
- ☐ Free from damage and in good working order.
- ☐ Aluminum ladders are NOT allowed unless they are extension ladders.

Electrical Tools:

- ☐ All circular saws have a safety guard; they cannot be locked with a wooden wedge.
- ☐ All table saws have a safety guard.
- ☐ All plugs have three prongs unless they are double-insulated.
- ☐ Cuts on electrical cords cannot be repaired with electrical tape.
- ☐ Double-insulated tools with damaged cords require entire cord to be replaced per manufacturer's recommendation.

Personal Protective Equipment (PPE):

- ☐ All employees are wearing safety goggles/glasses.
- ☐ All employees are wearing safety vests or high-visibility clothing.
- ☐ All employees are wearing hard hats.
- ☐ All employees are wearing proper footwear.

Fall Protection:

- ☐ All harnesses are in good working condition: no cuts or wear on the webbing, rings/buckles not bent or rusted. The labels are legible.
- ☐ All anchor straps or connectors are in good working condition. They cannot be dented, worn, etc., and the labels must be legible.
- ☐ If applicable, all ropes/rope grabs are in good working condition. They cannot be broken or worn, and the hooks cannot be bent.
- ☐ If applicable, all retractables are in good working condition. They cannot be dented, worn, etc., and the labels must be legible.

Air Guns:

- ☐ All air guns have a safety spring.
- ☐ All air guns have functional safety systems in place.

Compressors and Generators:

- ☐ Generators have ground fault control interrupters (GFCI) to prevent electric discharge.
- ☐ Safety guards and shrouds are in place.
- ☐ Free of oil/gas leaks.
- ☐ A B10 fire extinguisher with an updated inspection is available.
- ☐ Metal safety cans used for gas storage. (Plastic storage containers are not allowed.)