



FrameSAFE Implementation Guide

“Work safely. Go home safely.”

The mission of the National Framers Council is to develop and implement best practices to help ensure framers leave the jobsite each day in the same health as they arrived.

The FrameSAFE program is based on OSHA 1926 regulations. In addition to the manual, the program includes a number of resources that should be understood and utilized to be in compliance with OSHA requirements. These resources will be explained in more detail throughout this implementation guide:

- **Safety Manual Template & Templates for Site-Specific Work**

- Jobsite Information
- Fall Protection
- Respirable Silica

- **Training Resources**

- Orientation Checklist
- Toolbox Talks
- Activity Hazard Analysis
- Guidelines for OSHA Site Visit

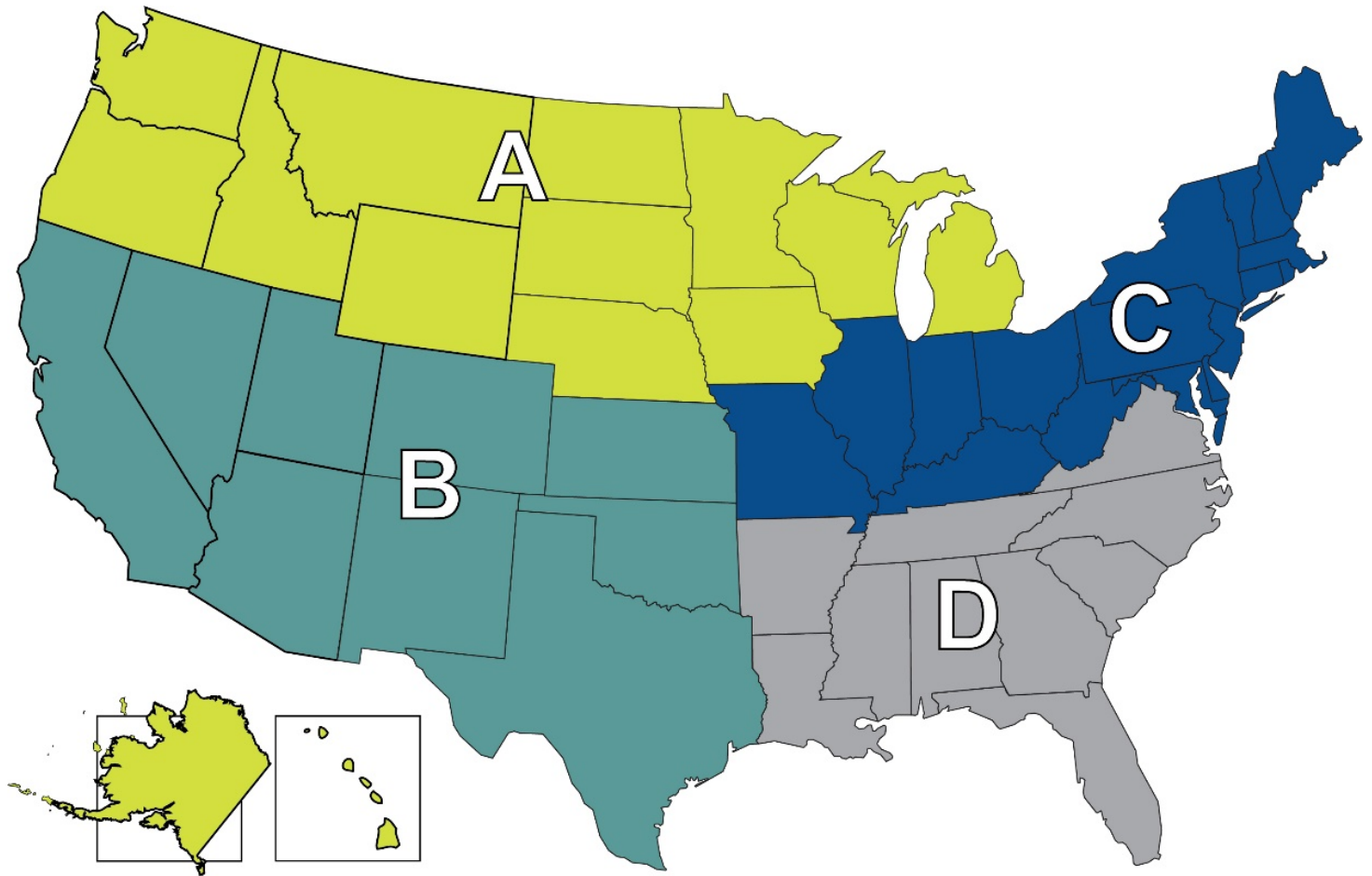
- **Safety Awareness Resources**

- Safety Posters
- Stop & Fix Checklist
- Tool Inspection Checklist
- Safety Audit Checklist

Each company needs to implement the program in a way that works best for its size, scope of work and other considerations. The information included in this implementation guide are intended as recommendations, but do represent current best practices as outlined by NFC’s Safety Committee. The FrameSAFE page on NFC’s website (www.framerscouncil.org/framesafe) also includes links to several articles on the importance of having a safety culture and effective safety program for your company.

Regional Mentors

If you have questions or feedback for the committee as you implement your program, don't hesitate to reach out either through your regional mentor or NFC Staff:



A: Chris Tatge • 608-228-5082 • ctatge@qualtim.com

B: David Klatzkin • 817-734-4694 • dklatzkin@hullassoc.com

C: Scott Stevens • 443-250-0163 • sstevens@modu-tech.net

D: Ken Shifflett • 571-330-0651 • kenny@acecarpentry.com

Contact NFC Staff at 608-310-6777 or info@framerscouncil.org.

Guidelines for GETTING STARTED

GOAL: Develop a culture of safety in your company.

In order for a safety program to be effective, a company has to develop a safety culture. This requires support from management and buy-in for the time and effort it will take to get the program implemented. Ultimately, providing a safe work environment is one of the best ways to show your employees you care. You might hear some grumbling in the beginning, but people will be happier – and more productive – in the long run.

Consider leading with the heart, not the fist. At the end of the day, no one wants an accident on their conscience. Connecting with your employees' desire to go home to their loved ones each day is a particularly effective way to get them to understand why a safety program is important.

Bottom line: Safety is everyone's responsibility. The following steps outline the process for implementing the FrameSAFE program with your management team, supervisors and employees.

STEP 1: Management Review of Program & Creation of Implementation Plan

- ✓ Establish understanding of program.
- ✓ Determine implementation plan, setting expectations from the top down.
- ✓ Identify a point person for coordination and implementation.
- ✓ Define a plan for supervisor buy-in.
- ✓ Outline an approach for roll-out and ongoing employee training.
- ✓ Create a plan for ongoing review of program (goals, incentives, etc.).
- ✓ Determine how to handle safety requirements for subcontractors (if applicable).

It is recommended that the owner, members of upper management and anyone else who will be responsible for establishing and fostering a culture of safety on the jobsite be very familiar with these program materials before implementation with employees begins. It is important to identify someone in the management of your organization to be the point person for coordinating the implementation of the FrameSAFE program. Before implementation begins, this person should read through the FrameSAFE manual and all of the additional resources provided with the program. This person should make recommendations for what your organization may need to do to carry out a successful safety program roll-out.

To maximize your potential for success, the management team should agree on the steps and timeline for establishing supervisor buy-in and rolling out the program to employees, including how employees will be trained. Furthermore, it is recommended that the team have a plan for how the success of the program will be measured based on the safety goals of your company. This may include a plan for when and how to incorporate FrameSAFE checklists and other safety awareness resources. The Safety Violation Policy (Disciplinary Action Policy) should be reviewed and any changes made in the manual prior to roll-out.

SKILLED SUBCONTRACTORS

For the safety of all, and to protect your company from unnecessary liability, it is important for your subcontractors to have their own safety manuals. The NFC Skilled Subcontractor membership includes a FrameSAFE subscription. More information is available on the NFC website at www.framerscouncil.org/skilled-subcontractors. Professional framers have approached the introduction of FrameSAFE to their subs in a variety of ways. Regional mentors and NFC staff can provide more ideas about how to approach your skilled subs to make sure they have a safety program in place that is in compliance with OSHA regulations.

STEP 2: Management Preparation of FrameSAFE Manual & Documents for Your Company

- ✓ FrameSAFE Manual
- ✓ Site-Specific Fall Protection Plan (if needed)
- ✓ Respirable Silica Exposure Control Plan

FRAMESAFE MANUAL

Determine how you will provide a copy of the FrameSAFE information to each employee. This can be done in a variety of ways: electronically, one section at a time, or all at once in their own binder. The key is that all of the information is provided to each employee in a training setting that allows for questions and that you keep a record of each employee's training. Note the following features of FrameSAFE that allow for ease of training:

- The bilingual manual is designed to show English on the left-hand page and Spanish on the right-hand page. This allows for the presentation of the same material in both languages at once.
- The Table of Contents is designed to be used as a training log for recordkeeping purposes. (The "Certification & Field Training Tracking Worksheet" can also be [downloaded](#) to assist with recordkeeping, but it is not intended to replace the collection of signatures from employees as acknowledgement of training.)

SITE-SPECIFIC FALL PROTECTION PLAN

While FrameSAFE is based on OSHA 1926 standards, being able to comply with 29 CFR Part 1926 Subpart M is sometimes very difficult for a framer because a required tie off-point with a 5000 lb. capacity is not always available. In this case, OSHA allows for the development of a site-specific plan that specifies how you will deviate from 1926 Subpart M, which is covered in Appendix E to Subpart M. FrameSAFE's site-specific fall protection plan template provides alternative guidelines to use in submitting a plan. (See Section 7.1.)

The site-specific fall protection plan can either be [downloaded](#) and completed electronically or printed out and completed manually. The plan includes detailed instructions for how it should be completed and added to the FrameSAFE manual under Section 7. Remember to only include the pages that outline your choice of site-specific plan for the work categories being performed. (If the options provided do not meet your needs, contact your NFC Regional Mentor or NFC Staff to discuss the addition of another option.)

IMPORTANT: A completed manual should only include ONE option in each work category. As stated, DO NOT include pages in your site-specific plan for categories of work your company will not perform on a particular jobsite or that reflect installation procedures your company does not perform.

Employees should be trained on the site-specific plan options established for your company. It is recommended that a copy of this plan be discussed with your subcontractors to ensure everyone is approaching the site-specific plan for fall protection in the same manner.

RESPIRABLE SILICA CONTROL PLAN

The options available to framers for developing their silica exposure control plan are outlined in Section 1.18 of the FrameSAFE manual. It is important for management to determine which option the company will use (Table 1 Control Methods, Scheduled Monitoring, or a combination of the two) prior to roll-out of the program so that employees can be trained accordingly. (**Note:** If Scheduled Monitoring is the option chosen, you must follow OSHA's recommendations for protecting employees until air monitoring is complete.) The FrameSAFE page on NFC's website (www.framerscouncil.org/framesafe) includes a link to a webinar on understanding the new silica requirements.

A [Silica Work Plan Worksheet](#) and a [Silica Field Air Sampling Report](#) can be found in Section 1.18 of the manual, in the **Reporting & Recordkeeping** section of your binder or downloaded from the website. Regardless of your preferred control option, the Silica Work Plan Worksheet needs to be completed and included in the manual in this section as well as submitted to the GC/Homebuilder for each jobsite. An air sampling report is only necessary if your company chooses to conduct scheduled monitoring. The air testing company may provide their own form for your use.

STEP 3: Introduce the FrameSAFE Program to Your Supervisors

- ✓ Explain the importance of the program and why your company is implementing a new safety program.
- ✓ Define safety goals and expectations.
- ✓ Introduce the key components of FrameSAFE and how customized documents will be used by your company.
- ✓ Outline initial employee training plan and ongoing training.

Introducing supervisors and other key staff to the FrameSAFE program prior to roll-out to employees is key for establishing buy-in and ensuring everyone is on the same page with regard to goals and expectations. The guiding principle is **“Safety is everyone’s responsibility!”**

Supervisors and key staff will be central to conveying your safety goals and developing your safety culture day to day on the jobsite. Therefore, it is critical at this step in the process that the “why” of implementing a new safety program is firmly established and that your safety goals and expectations are clearly defined. Ensuring that everyone is on the same page with how the customized documents will be used by your company and outlining a straightforward training path for employees will go a long way to secure a successful roll-out. In addition, it is important that the details of your company’s Safety Violation/Disciplinary Action policy are clear and easily communicated to all employees.

STEP 4: Keep Track of Training Documentation

- ✓ Assign a safety point person on the jobsite.
- ✓ Establish an electronic shared file access or ensure paper copies are stored in an easy-to-access, yet secure, location.
- ✓ Develop a consistent approach to weekly training and recordkeeping.

Assigning a safety person on the jobsite to make sure your FrameSAFE program is being executed as planned is very important to the success of the program, as well as to the outcome of a visit by OSHA. It is recommended that the person responsible for training is also charged with tracking and collecting the necessary documentation to prove that your employees have received and understand the training materials. This documentation should be stored in a safe, organized location either electronically or as hard copies.

If you have an OSHA inspection on your jobsite, OSHA will ask you to provide all of your safety program documentation to prove that you are providing training to your employees. Therefore, if you store your documentation electronically, it is recommended that you set up shared file access so that documentation can be accessed both from the office and the jobsite. If you are unable to do all of your safety training and tracking electronically, then make sure that your paper copies are stored in a secured location with easy access to the files.

It is suggested that weekly safety training is done at the same time each week to develop consistency in your safety culture and recordkeeping practices.

STEP 5: Introduce FrameSAFE Program to Your Employees

- ✓ Safety is everyone's responsibility!
- ✓ If you don't know, ASK!
- ✓ Attend all jobsite safety meetings – ongoing training is a key to success.
- ✓ Know your supervisor's cell phone number and the location of nearest emergency clinic.
- ✓ Understand the company's Safety Violation Policy.

Introduce employees to the FrameSAFE program with a copy of the **FrameSAFE Orientation Checklist**. This checklist is available in the **Training Resources** section of your binder or can be [downloaded](#) from the website. Explain that this document hits the high points of the safety program and will be reviewed at every jobsite start-up meeting. Likewise, any time a new employee starts on a job, the Orientation Checklist should be used for initial training prior to starting work. Make it clear that more information on each section is available in the FrameSAFE manual, but the guiding principle is that "Safety is everyone's responsibility!"

This initial introduction is an important opportunity to outline the company's goals and expectations for the program, lay out the plan for initial and ongoing training, and answer questions from employees. The bullets above hit on five baseline requirements of all employees. It is recommended that you emphasize the significance of these items with employees as often as possible.




STEP 6: Training with Employees

Training on the full FrameSAFE manual can be done in a variety of ways, but it is suggested you have your employees read the materials prior to each training if at all possible. You may choose to provide each employee with his or her own hard copy of the manual or you may choose to provide it electronically. This allows for training in small groups as each employee would be able to reference his or her own materials during the training sessions. Another approach is to train each employee one-on-one using a master binder. This approach may work well in situations that involve a language barrier. The manual was designed so that the left-hand page is in English and the right-hand page is in Spanish.

Regardless of the approach, it is recommended that employees be given training on a section, followed by an opportunity to ask questions and get any needed clarification on your company's expectations regarding the OSHA requirements outlined in that section. Once the employee understands the information, have them sign and date an acknowledgement form stating that they have received training for that section.

The FrameSAFE Table of Contents was designed to serve as a log for employee training and to aid with recordkeeping requirements. As each employee moves through the manual training, it is suggested that they initial and date each numbered module to certify that they have read the material and have no questions regarding the safety manual or their personal safety. **Remind employees that it is their responsibility to contact their supervisor for any ongoing explanation and/or additional information on safety-related questions.**

The Table of Contents is available in the **Reporting & Recordkeeping** section of your binder or can be [downloaded](#) from the website. The "Certification & Field Training Tracking Worksheet" can also be [downloaded](#) to assist with recordkeeping, but it is not intended to replace the collection of signatures from employees as acknowledgement of training.

 TABLE OF CONTENTS	
<small>This table of contents is a form used to verify the sections of the safety manual in which an Employee receives training. By initialing and dating next to a given section, you are certifying that you have read the material in that section of the Safety Manual and have no questions. You understand that if you have questions regarding the Safety Manual, or your personal safety, it is your responsibility to contact your supervisor for an explanation and additional information.</small>	
Section 1: General Job Safety	
1.1 Introduction	Initial: _____ Date: _____
1.2 Jobsite & Emergency Contact Information	Initial: _____ Date: _____
1.3 General Safety Rules	Initial: _____ Date: _____
1.4 Drug & Alcohol Policy	Initial: _____ Date: _____
1.5 First Aid Procedures	Initial: _____ Date: _____
1.6 Hazardous Communication (HAZCOM) Training Guidelines	Initial: _____ Date: _____
1.7 Preventing Heat Illnesses	Initial: _____ Date: _____
1.8 Preventing Hypothermia & Frostbite	Initial: _____ Date: _____
1.9 Fire Prevention & Protection	Initial: _____ Date: _____
1.10 Weather/Storm Procedures	Initial: _____ Date: _____
1.11 Automobile Driving Procedures	Initial: _____ Date: _____
Section 2: Accident Investigation & Reporting	
2.1 Introduction	Initial: _____ Date: _____
2.2 Automobile Accident Investigation & Reporting Procedures	Initial: _____ Date: _____
2.3 Automobile Accident Report	Initial: _____ Date: _____
2.4 Jobsite Injury Investigation & Reporting Procedures	Initial: _____ Date: _____
2.5 Employer's First Report of Injury	Initial: _____ Date: _____
2.6 Property Damage Investigation & Reporting Procedures	Initial: _____ Date: _____
2.7 Employer's First Report of Property Damage	Initial: _____ Date: _____
2.8 Witness Statement	Initial: _____ Date: _____
Section 3: Personal Safety	
3.1 Personal Protective Equipment (PPE)	Initial: _____ Date: _____
• Head Protection	Initial: _____ Date: _____
• Eye Protection	Initial: _____ Date: _____

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There are specific items in a few sections of the manual that should be highlighted during the training process:

- **Section 1.2:** This form will be updated for each jobsite to include details specific to that location.
- **Section 1.4:** If your company's Drug & Alcohol Policy is more stringent, make it clear during this segment.
- **Section 1.10:** Highlight weather/storm procedures specific to your region and company.
- **Section 1.18:** Outline approach to silica exposure control per your company's work plan, as applicable.
- **Section 2:** The program provides forms for accident reporting, but you can establish your own guidelines for use based on how claims need to be submitted to your insurance company.
- **Section 5:** The program provides checklists for aerial lift and forklift inspections, but if your company already tracks this information in another way that meets OSHA regulations, these forms are not required.

STEP 7: Ongoing Safety Training – Toolbox Talks

- ✓ Provide weekly training at a consistent time.
- ✓ Use for retraining after incident or near-miss.
- ✓ Collect acknowledgement for recordkeeping.

Ongoing training is key to implementing an effective safety program. It is suggested that weekly training is done at the same time each week to develop consistency in your safety culture.

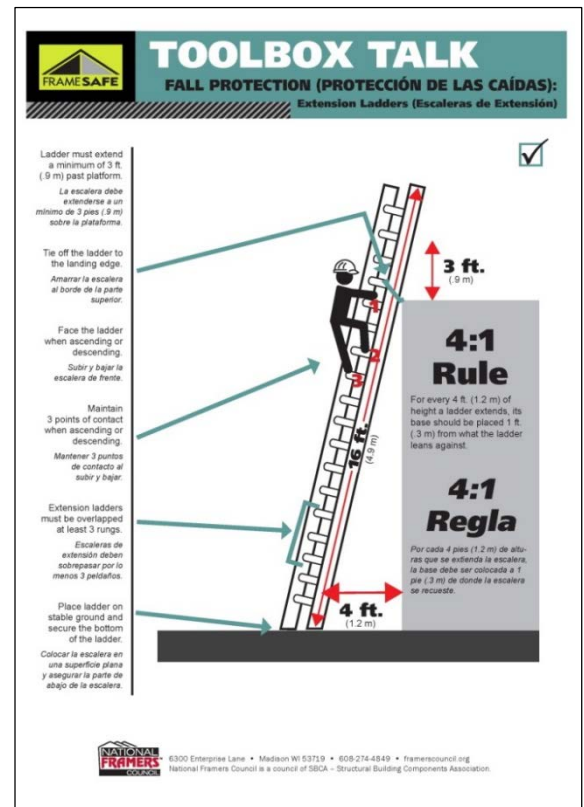
FrameSAFE offers an extensive library of Toolbox Talks that correspond with the manual. It is recommended that you do at least one Toolbox Talk training session with your employees each week. If a safety incident or near miss occurs, these resources can be used for immediate retraining.

Each Toolbox Talk includes information in both English and Spanish as well as a Training Acknowledgement form to facilitate fast and easy recordkeeping during the training session. After all questions have been answered, make sure all employees in attendance sign and date the Toolbox Talk.

These weekly trainings are another good opportunity to reinforce the five baseline safety points made in initial training:

- ✓ Safety is everyone's responsibility!
- ✓ If you don't know, ASK!
- ✓ Attend all jobsite safety meetings – ongoing training is a key to success.
- ✓ Know your supervisor's cell phone number and the location of nearest emergency clinic.
- ✓ Understand the company's Safety Violation Policy.

Toolbox Talks are available in the **Training Resources** section of your binder or can be [downloaded](#) from the website. Each module of the FrameSAFE program includes a list of related Toolbox Talks and other training resources.

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STEP 8: Safety Awareness – Jobsite Safety Posters

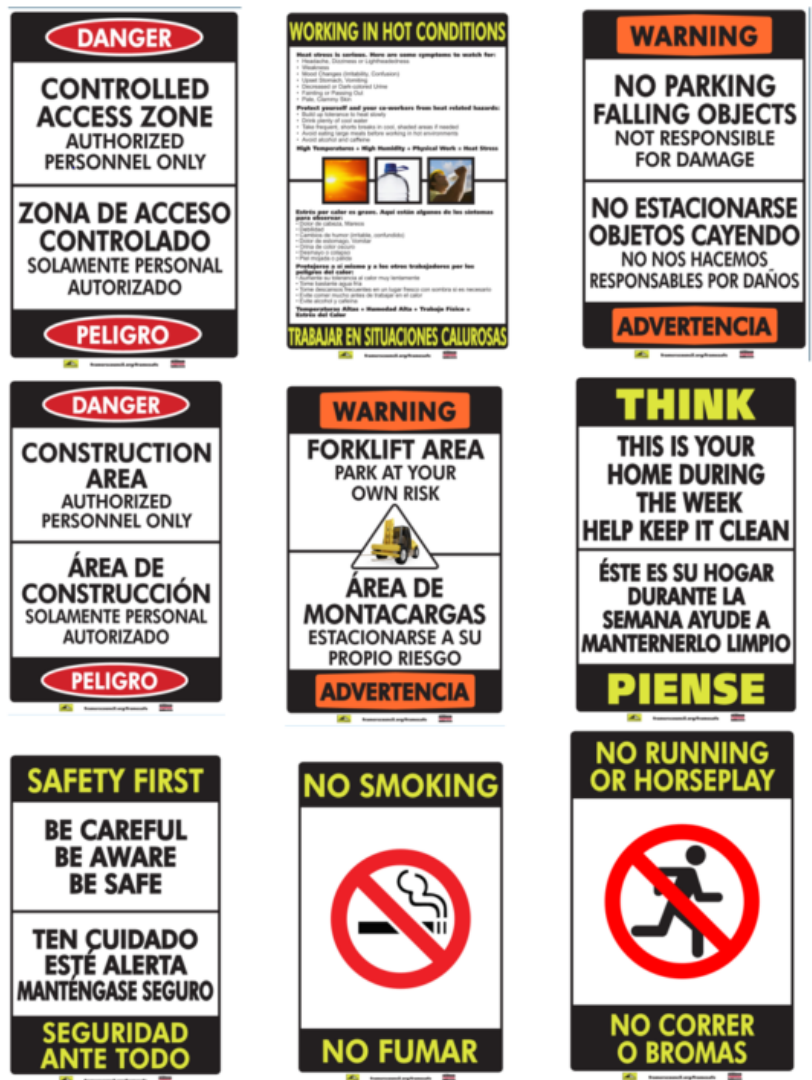
- ✓ Provide visual reminders for best practices.
- ✓ Post in visible areas of jobsite.
- ✓ Use specific posters for specific activities.

Safety awareness on the jobsite is very important at all times, so it is recommended that you use the FrameSAFE library of jobsite safety posters. The current library contains more than 20 safety posters that correspond with information found in the manual and Toolbox Talks.

Post safety posters in highly visible areas of the jobsite. Also post specific posters where an activity pertains to the posters. For example, post the Forklift Area poster where the forklift is being used and parking is not recommended.

It is suggested that the posters (available in either 11x17 or 8.5x11) are printed and either laminated or put in plastic sleeves prior to being posted around the jobsite to ensure they are somewhat protected from the elements.

The 8.5x11 version of the Safety posters are available in the **Safety Awareness Resources** section of your binder. Both sizes can also be [downloaded](#) from the website. Each module of the FrameSAFE program includes a list of related Safety Posters and other training resources.



STEP 9: Ongoing Safety Training – Guidelines for an OSHA Site Visit

- ✓ Be prepared.
- ✓ Be calm, respectful and non-confrontational.
- ✓ Know your rights.
- ✓ Ask questions.
- ✓ Take notes and photos to document the inspection and conferences.

FrameSAFE includes a resource to aid in understanding what is involved in an OSHA jobsite visit and how to train your employees to be ready when one occurs. “Guidelines for an OSHA Site Visit” can be found in the **Training Resources** section of your binder or [downloaded](#) from the website.

Phase 1 of the guidelines is geared toward management and the steps necessary to be prepared for an OSHA inspection.

Phase 2 is most relevant to your jobsite employees. FrameSAFE also includes Toolbox Talks on these topics:

- How to Handle an OSHA Inspection
- How to Handle an OSHA Inspection, Part 2: Private Interviews & Closing Conference

Phase 3 covers how to handle receiving a citation from OSHA.

As stated on this resource, these guidelines were created to assist you in navigating an unannounced visit from an OSHA compliance officer. The information is intended as a general guide to best practices only and is not intended to provide specific guidance or opinion, legal or otherwise. If you receive a citation from OSHA, depending on the severity of the alleged violations, it is recommended that you consider getting your legal representative involved.



Guidelines for ON THE JOBSITE

GOAL: Get everyone on the same page with safety.

For a safety program to be effective on the jobsite, everyone involved in the job needs to be on the same page. This is why having the proper documents prepared/submitted in a timely manner and having a jobsite safety start-up meeting with all involved parties are key to the process.

The following is recommended:

- While there may be more than one competent person on a jobsite, only one should be designated as the safety coordinator for the jobsite.
- The designated safety coordinator is responsible for making sure the FrameSAFE materials are in order prior to the Jobsite Safety Start-up Meeting.
- The safety coordinator is also responsible for making sure all executed documents and training documentation has been properly filed.

Bottom line: Safety is everyone's responsibility. The following steps outline the process for implementing the FrameSAFE program on an individual jobsite.

STEP 1: Prepare FrameSAFE Manual for Each Jobsite You Start

- ✓ Complete Jobsite & Emergency Contact Information in Section 1.2.
- ✓ Complete the Silica Work Plan worksheet in Section 1.18.
- ✓ Complete Site-specific fall protection plan (if needed) and insert in Section 7 of FrameSAFE Manual.
- ✓ Update/print copy of FrameSAFE Manual for jobsite.

IMPORTANT: These items must be completed for every jobsite. A complete copy of your safety manual and all employee training acknowledgement records must be readily available if an OSHA inspector requests them.

Consider these reminders and recommendations as you complete these jobsite specific documents:

- A **competent person** is one who is capable of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.
- The form in Section 1.2, worksheet in Section 1.18 and the site-specific fall protection plan can be printed out and completed manually or completed electronically using the fillable pdf forms [available](#) on the website.
- The site-specific fall protection plan includes detailed instructions for how it should be completed and added to the FrameSAFE manual. A completed manual should only include ONE option in each work category. (The site-specific template includes several options to choose from. If you do not find an option that works for your company, contact your NFC Regional Mentor or NFC staff to discuss adding an option.) As stated, DO NOT include pages in your manual for categories of work your Company will not perform on this jobsite or that reflect installation procedures your Company does not perform.
- If your subs are using FrameSAFE, it is recommended that you work with them to make sure they are updating their manual for each job they start. Discuss your jobsite specific documents with your subcontractors, including your site-specific fall protection plan when applicable, to ensure everyone is approaching specific areas of safety in the same manner.

STEP 2: Prepare Jobsite Documents for GC/Homebuilder

- ✓ Submit required documents for your company and your subcontractors (if applicable) to GC/Homebuilder.
- ✓ Schedule a Jobsite Safety Start-up Meeting for everyone involved with the project.

After your FrameSAFE manual and jobsite specific documents have been prepared, submit the following required documents to your GC/Homebuilder either electronically or as a hard copy. Keep in mind that your GC/Homebuilder may require more information than what is listed here depending on your contract requirements:

- FrameSAFE Manual (include a site-specific fall protection plan if applicable)
- SDS Information
- HAZCOM program
- Silica Work Plan (if required)
- Supervisor Training & Employee Certifications (recommended)

If you are working with subcontractors, it is suggested that you submit a copy of these items from your subcontractors as well. In addition, copies of signed acknowledgements for everyone's Toolbox Talks and other training events should also be submitted to the GC/Homebuilder in addition to being filed in your own company's records.

It is recommended as a good business practice that you provide all supervisor and employee training certifications as part of this process. Having this documentation in one place makes dealing with an OSHA site visit easier and more straightforward for all involved.

Set a date/time for a Jobsite Safety Start-up Meeting as soon as possible and invite the GC/Homebuilders supervisory team and safety director, your company's safety director and competent person(s), as well as the subcontractor owner and any of their lead personnel working on the project.

STEP 3: Jobsite Safety Start-up Meeting

GOAL: Everyone leaves this meeting on the same page with regard to safety.

It is important to get full participation on the jobsite prior to starting the job. Ensure all parties (GC/Framer/Subcontractor) are involved in your jobsite safety start-up meeting so that everyone can ask questions and leave the meeting on the same page. This meeting is key to setting the expectations and achieving the buy-in necessary to implement a successful safety program. Begin by introducing the group to the five baseline safety points you plan to reinforce with your employees:

- ✓ Safety is everyone's responsibility!
- ✓ If you don't know, ASK!
- ✓ Attend all jobsite safety meetings – ongoing training is a key to success.
- ✓ Know your supervisor's cell phone number and the location of the nearest emergency clinic.
- ✓ Understand the company's Safety Violation Policy.

It is recommended that the following items are reviewed at a jobsite safety start-up meeting:

- **GC/Homebuilder's Safety Protocol.** Be sure to emphasize anything that is of particular importance due to the nature of the project or at the request of the GC.
- **Key Safety Contacts.** Identify the competent person(s) on the jobsite and introduce your Jobsite Safety Coordinator for this project. Define who will be monitoring compliance to the program as well as who will be conducting any ongoing safety meetings with the GC/Homebuilder.
- **FrameSAFE Jobsite Startup Orientation Checklist.** Make sure everyone at the meeting reviews and understands the content of the Orientation Checklist and how it will be used for training. It is recommended that the checklist acknowledgement form is used to gather employee signatures as documentation of this initial training. Define who will be conducting this orientation for your employees and for the subcontractors.
- **FrameSAFE Safety Program.** Review the FrameSAFE manual and all of the elements pertaining to training and monitoring of this program to make sure everyone (GC/Homebuilder personnel, your supervisors, and supervisors for your subcontractors) is on the same page with regard to contents and expectations. Discuss procedures for accident reporting. Emphasize the need for your subs to have their own safety program if they don't already.
- **OSHA Inspection Guidelines.** Make sure everyone is on the same page regarding who should be called if an OSHA compliance officer arrives at the site. Outline any specific procedures that the GC/Homebuilder would like followed in the event of a site visit.
- **Safety Reinforcement Training Plan.** Discuss use of Toolbox Talks and Safety Posters to reinforce safety concepts on a regular basis. Define who will be conducting Toolbox Talks for your employees and for the subcontractors. Remember that it is the responsibility of the designated jobsite safety coordinator to use Toolbox Talks to provide ongoing employee training on a weekly basis. Time should be taken each week to conduct these Toolbox Talks and each person that is receiving this training will sign the provided training acknowledgement form. Copies of the Toolbox Talks should be filed with your company's safety documentation and a copy presented to the GC/Homebuilder (if required). If you are using lower-tier subs, it is the subcontractor's responsibility to perform Toolbox Talks with their employees on a weekly basis also. After each training session, the subs should have his employees sign the training acknowledgement provided with the Toolbox Talk. A copy of this documentation should be provided to your jobsite safety coordinator and to the GC/Homebuilder (if required). It is the responsibility of the designated jobsite safety coordinator to make sure that all FrameSAFE posters are positioned in applicable locations around the jobsite. It is recommended that you laminate posters or use protective plastic sleeves prior to posting to protect posters from the elements.
- **Safety Violation/Disciplinary Action Policy.** The consequences for unsafe behavior should be clear to all parties. Use this time to determine how issues will be resolved.
- **Additional Safety Resources.** Other safety resources include FrameSAFE Tool Inspection checklist, FrameSAFE Stop & Fix checklist, FrameSAFE Safety Audit checklist, Activity Hazard Analysis templates, as well as any additional OSHA resources, items from the GC, etc. Define who will use these resources and how often they will be used.
- **Buy-in.** To ensure a successful safety start-up, it is recommended that you conclude the meeting by confirming that all parties involved in the project agree to the specific safety issues discussed and a commitment to a high level of safety awareness.

STEP 4: Project Kick-off – Jobsite Orientation with Employees

It is recommended that you start every new job with a jobsite orientation meeting with your employees. If subcontractors are being used, either include them as part of your kick-off or make sure they are providing the same or similar information to their employees as part of their safety program.

Consider reviewing the follow items in a project kick-off meeting with employees:

- **FrameSAFE Jobsite Startup Orientation Checklist.** Make sure everyone at the meeting reviews and understands the content. It is recommended that the checklist acknowledgement form be used to gather employee signatures as documentation of this initial training. It is important to ensure that this is an environment where questions are encouraged to clarify the expectations being set for the job. If you have a Hard Hat Sticker Program, ensure everyone has the proper stickers. (Read more about implementing a sticker program in the following section: Guidelines for What's Next.)
- **Safety Violation/Disciplinary Action Policy.** The consequences for unsafe behavior should be made clear to all employees. Explain how issues will be resolved.
- **OSHA Inspection Guidelines.** Make sure everyone knows who should be called if an OSHA compliance officer arrives at the site and outline any specific procedures that the GC/Homebuilder would like followed in the event of a site visit. Remind employees to be calm, respectful and non-confrontational.
- **Safety Reinforcement Training Plan.** Remind employees that safety meetings and training are mandatory and that it is their responsibility to make sure they understand the materials they are given by asking questions or following up with their supervisor for further training. Discuss use of Toolbox Talks, Safety Posters and AHAs to reinforce safety concepts on a regular basis. If you are using lower-tier subs, it is the subcontractor's responsibility to perform Toolbox Talks with their employees on a weekly basis. After each training session, the subs should have their employees sign the training acknowledgement provided with the Toolbox Talk. A copy of this documentation should be provided to your jobsite safety coordinator and to the GC/Homebuilder (if required).
- **Additional Safety Resources.** Other safety resources include FrameSAFE Tool Inspection checklist, FrameSAFE Stop & Fix checklist, FrameSAFE Safety Audit checklist, Activity Hazard Analysis templates, as well as any additional OSHA resources, items from the GC, etc. Define who will use these resources and how often they will be used.

Jobsite kick-off meetings are another important opportunity to reinforce the five baseline safety points made in initial training:

- ✓ Safety is everyone's responsibility!
- ✓ If you don't know, ASK!
- ✓ Attend all jobsite safety meetings – ongoing training is a key to success.
- ✓ Know your supervisor's cell phone number and the location of nearest emergency clinic.
- ✓ Understand the company's Safety Violation Policy.

This meeting is where leading with the heart instead of the fist will set the tone and expectation that safety is everyone's responsibility. This is where the motto "Work safely. Go home safely." becomes real for all parties involved on the jobsite.

Guidelines for WHAT'S NEXT

GOAL: Take your safety game to the next level.

Once your FrameSAFE program is underway and you have gone through the process on a handful of jobsites, it is recommended that you consider implementing some of the additional resources included with FrameSAFE that were designed to help monitor ongoing safety and determine where additional training may be needed.

SAFETY AWARENESS RESOURCES

In addition to safety posters, FrameSAFE includes three key checklists for the ongoing development of safety awareness:

- **Tool Inspection Checklist:** This checklist is recommended for use at the beginning of the day. As crews are arriving at the job, the designated safety coordinator can use the jobsite tool inspection form to verify that tools and equipment are in good working order prior to starting work. If the tools do not meet the requirements outlined in the checklist, they should either be brought into compliance or the supervisor/GC should be notified immediately. Tools should not be used until the compliance issue is resolved.
- **Stop & Fix Checklist:** This checklist is designed to help identify potential hazards that could create bodily harm to a worker. Review the checklist with all employees so everyone is aware of the key safety concerns to watch for. A safe working environment is everyone's responsibility. It is recommended that all safety coordinators and supervisors be trained in these items so they can be identified quickly and immediate action can be taken to prevent the hazard. In addition, it is suggested that copies of the Stop & Fix Checklist are laminated and posted at all entrances to the jobsite. (e.g., entrance, stairways, ladder access points, major traffic areas, etc.).
- **Safety Awareness Audit:** This tool is designed to be used by either the framer's safety director, the jobsite safety coordinator or another competent person on a daily/weekly/monthly basis (to be determined by your company's management team) to review jobsite safety performance on the job.

These resources are available in the **Safety Awareness Resources** section of your binder or can be [downloaded](#) from the website.

ACTIVITY HAZARD ANALYSIS (AHA) TEMPLATES

AHA templates are another training tool to use prior to starting a framing task. The AHA identifies possible hazards that pertain to that type of activity and recommends controls that should be in place to help prevent accidents. It also identifies the risk level of a particular hazard.

It is recommended that you review the different AHAs available with the GC/Homebuilder/Framing/Subcontractor team at the jobsite start-up meeting and discuss which ones will be used on the specific job. Determine who will conduct this training and when.

You can use the AHAs at the start of every day as a crew moves to a new or different phase of work. It is the responsibility of the designated jobsite safety coordinator to conduct this training for your employees and your subcontractors (if you use lower tier subs).

Activity Hazard Analysis (AHA)				FRAMESAFE					AHA Roof Truss & Sheathing						
Activity/Work Task: Install Roof Truss & Sheathing		Project Location: _____ Jobsite: _____		Overall Risk Assessment Code (RAC) (Use highest code)						M					
Contract Number: _____		Date Prepared: 11/9/15		Prepared by (Name/Title): _____		Reviewed by (Name/Title): _____		Risk Assessment Code (RAC) Matrix							
				Severity		Probability									
						Frequent		Likely		Occasional		Seldom		Unlikely	
				Catastrophic		E		E		H		H		M	
				Critical		E		H		M		M		L	
				Marginal		H		M		M		L		L	
				Negligible		M		L		L		L		L	
Notes:		Step 1: Review each "Hazard" with identified safety "Controls" and determine RAC (See above)													
		"Probability" is the likelihood to cause an incident, near miss, or accident and identified as: Frequent, Likely, Occasional, Seldom or Unlikely													
		"Severity" is the outcome/degree if an incident, near miss, or accident did occur and identified as: Catastrophic, Critical, Marginal, or Negligible													
		Step 2: Identify the RAC (Probability/Severity) as E, H, M, or L for each "Hazard" on AHA. Annotate the overall highest RAC at the top of AHA.													
		RAC Chart													
		E = Extremely High Risk													
		H = High Risk													
		M = Moderate Risk													
		L = Low Risk													
Job Steps		Hazards				Controls						RAC			
Install Roof Trusses		1. Electrical shock 2. Fire 3. Injuries from cutting and fastening operations 4. Slips, trips and falls 5. Falling objects 6. Falls from heights 7. Back injury from lifting 8. Injuries from materials moved by crane				1. All circuits must be GFCI protected 2. Fire extinguisher must be within 75' or less for travel for employees. 3. All workers trained in the use of power tools and pneumatic nailers prior to starting work on project 4. Housekeeping at regular intervals to minimize work area hazards. Clear access pathways clear of materials and debris. Use caution when walking on snow, ice or slippery conditions - clear out if possible 5. Controlled access zones will be set up on ground when work is taking place at edge of building 6. All workers trained in the use of Personnel Fall Arrest System. Anchorage - a fixed structure or structural adaptation, often including an anchorage connector, to which the other components of the PFAS are rigged Body Wear - a full body harness worn by the worker. Connector - a subsystem component connecting the harness to the anchorage - such as a lanyard. 7. All personnel must be trained in proper lifting techniques. Lift with legs and not the back. Make sure to stretch before lifting or moving materials. Do not twist at						L			
- Lift or move by crane bundles of trusses to destination location												L			
- Move trusses to installation location												L			
- Install and secure trusses												L			
Install Roof Sheathing												L			
- Lift or move by crane packs of sheathing to destination location												L			
- Move sheathing to installation location												M			
- Install and secure sheathing												L			

HARD HAT STICKER PROGRAM

Consider implementing a hard hat sticker program as part of a successful jobsite safety initiative. The program involves training employees on multiple levels of safety and then providing stickers for their hard hats that indicate their knowledge. The sticker program could include any or all of the following:

- Fall Protection
- Craning and Rigging Certification
- Crane Signaling Certification
- CPR Certification
- Forklift/Aerial Lift
- HAZCOM/SDS
- Any additional trainings your company provides

It is recommended that all employees have a Safety Data Sheet (SDS) Sticker on their hard hats that includes an emergency call center number and provides information pertaining to hazardous products being used on the jobsite.

NFC hard hat stickers are available for purchase on the website at www framerscouncil.org/nfc-stickers. Designed to be used in conjunction with the Jobsite Start-up Orientation Checklist at the start of each new project, these numbered stickers correspond to the Checklist's Acknowledgement Form signatures for easy training and recordkeeping. The stickers measure 2.5" wide by 1.5" tall and are available in lots of 100.



EVALUATING YOUR SAFETY PROGRAM

Regular evaluation of your safety program and ongoing training is important to the maintenance and success of FrameSAFE. Furthermore, when OSHA releases a new or updated requirement that impacts your employees' work activities, it is required that you evaluate and update your manual.

It is recommended that you review the safety goals established by your company's management team in the initial phase of the program roll-out on a quarterly basis. Consider the following:

- What's working and what isn't?
- Who is leading positively to meet safety goals and expectations?
- Where is buy-in lacking?
- What additional training is needed to meet safety goals and expectations?
- What are the next steps?

As part of this process, it is important to review any incidents and near-misses that occurred and the retraining process that followed those events. If the Safety Awareness Audit is being used, evaluate those results and determine if improvement is being made overall.

In addition to this evaluation, it is recommended that all employees retrain annually on the FrameSAFE manual (including signed acknowledgement using the Table of Contents).

MORE TRAINING RECOMMENDATIONS

The importance of constant training and retraining cannot be overstated. Here is an outline of recommended training for employees:

- Weekly Toolbox Talks on topics directly related to activities
- Immediate retraining in near-miss situations
- Training for employees in specific areas
- Annual retraining on entire safety manual for all employees
- Minimum of OSHA 10 for all employees
- Participation in OSHA events and other NFC-endorsed safety initiatives (e.g., Safety Stand-Down, Safe+Sound, Ladder Safety Awareness, Heat Illness Prevention, etc.)

Suggested training for employees in specific areas could include, but is not limited to: aerial lift operator, crane operator, crane rigger and signals, forklift operator, powder-actuated tools, CPR, first aid, traffic control, scaffolding installation and removal, respirable silica and scaffolding inspection.

Engagement with the NFC, its members and the resources it provides is important for maintaining a culture of safety in your company so your employees can “Work safely. Go home safely.”