



Company Name: _____ Job Site Location: _____

Date: _____ Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

Topic 143: General Carpentry

Introduction: A carpenter is a workman who builds wooden structures. Carpenters must familiarize themselves with common job-site hazards and how the hazards can be minimized or eliminated. Following are safety guidelines for safe general carpentry operations:



Electrical tools

- **Do not** use power equipment or tools on which you have not been trained. Do not leave power tools running unattended.
- **Do not** carry plugged-in equipment or tools with your finger on the switch. Do not carry power tools by the cord.
- **Tag** all tools "Out of Service" that need to be repaired.



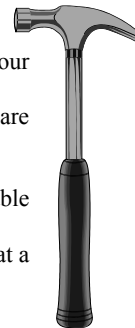
- **Do not** leave flexible cord lines where they may be damaged or create a hazard. Replace all damaged cords.
- **All** receptacles must have approved GFCI's.
- **Make sure** guards are in place on all power tools.
- **Wear** proper protective equipment at all times.



Hand tools

- **Do not** carry sharp or pointed tools in your pocket. Use a sheath or holster.
- **Use** tied off containers to hold all hand tools when up on scaffolds.
- **Hoist** tools with a hand line.
- **Keep** chisels sharp.

- **Use** claw hammers for driving and pulling nails.
- **Direct** knife blades away from your body. Carry knives in a sheath.
- **Make sure** all hand saw blades are taut before using.



- **Hold** work piece firmly against the work table when hand sawing.
- **Do not** force a screwdriver.
- **Inspect** all vises for cracks or fractures or worn jaws.
- **Use** pliers with insulated handles.

Ladders

- **Make sure** ladders have no visible damage. Keep all ladders clean.
- **Tag** damaged ladders "Out of Service". Remove from jobsite when unrepairable.



- **Make sure** ladders are on stable bases. Block when necessary.
- **Allow** only one person on a ladder at a time.
- **Do not** carry tools in your hands.

- **Do not** lean backward or sideways.
- **Do not** use metal ladders near power lines. Use wooden ones.
- **Maintain** a three-point contact when climbing or descending.

Scaffolds

- **Follow** manufacturer's instructions for assembly.
- **Make sure** scaffolds do not wobble or lean.
- **Do not** work in windy or inclement weather.

- **Use** safety belts and lanyards when needed.
- **Do not** lean out from the scaffold.
- **Lock** and chock rolling scaffolds.
- **Keep** all tools secured from falling over the side.

- **Do not** walk or work beneath the scaffold.
- **Make sure** all guardrails and toeboards are in place.

Powder actuated tools

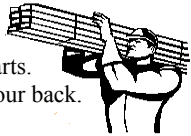
- **Only** trained personnel with a valid certification card may operate tools. Store in a locked container.
- **Wear** safety glasses, goggles, or face shields. Wear ear muffs.

- **Keep** the tool pointed in a safe direction (away from other workers).
- **Post** a sign alerting co-workers.



Lifting

- **Test** the weight of the load.
- **Use** hand trucks, dollies, or carts.
- **Bend** at the knees, not with your back.



- **Use** handles when necessary.
- **Hold** objects close to the body.
- **Do not** twist at the waist.



- **Remove** obstructions from pathway.
- **Work** with others on heavy loads.
- **Wear** gloves for jagged edges.

Housekeeping

- **Keep** the area free of trip hazards.
- **Keep** the work area clean of debris.

- **Do not** block or obstruct exits.
- **Return** all tools to their storage area.

- **Sweep** and vacuum dust and shavings.
- **Secure** the jobsite before leaving.

Hazardous materials

- **Follow** the instructions on all labels for every chemical product that is used on the job. Read all material safety data sheets that are applicable.
- **Do not** use any product that is not labeled. Do not mix chemicals. Make sure all rags and chemical products are disposed of in a safe manner.

Personal protective equipment: Wear a hard hat, safety glasses or goggles, ear plugs or ear muffs, safety boots with non-slip soles, and safety gloves.

Conclusion: All carpenters should be retrained periodically to remind them of the hazards that may occur when performing general carpentry operations.

Work Site Review

Work-Site Hazards and Safety Suggestions: _____

Personnel Safety Violations: _____

Employee Signatures:

(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)

Foreman/Supervisor's Signature: _____

These guidelines do not supersede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.