

## CONSTRUCTION SAFETY CHECKLIST

The following list indicates the minimum that should be checked by the Kingdom Hall Construction Group overseer (or assigned safety overseer). Local conditions may require other potential safety hazards to be added and checked.

### 1. Personal Protective Equipment (May be provided on checkout basis to part-time volunteers.)

- a. Are hard hats being worn at all times in the construction area?
- b. Is eye protection being worn when needed in the construction area?
- c. Are the volunteers wearing appropriate footwear?
- d. Is fall protection equipment used when required?

### 2. Personal Injury Hazards

- a. Is the site free of trip hazards and sharp objects?
- b. Is there adequate overhead clearance?
- c. Are safety railings being provided for those working in elevated places?
- d. Are warning signs properly posted?
- e. Are open pits or holes roped off and/or covered with plywood?—See *Kingdom Hall Construction Guidelines*, paragraph 146.
- f. Are volunteers kept from under trusses that are being lifted into place?
- g. Is the construction area clearly defined?
- h. Are only approved volunteers permitted in the construction area?

### 3. Work Methods

- a. Are materials handled in a safe manner?
- b. Are proper lifting techniques being employed?
- c. Is there any horseplay (rough or boisterous play)?
- d. Is proper respect shown for other persons, equipment, and machinery?

### 4. Hand and Power Tools

- a. Are tools in good condition?
- b. Are tools safety-checked before using?
- c. Is proper protective equipment being worn for the type of tool being used?
- d. Are proper tools for the job provided?
- e. Are tools being used for their intended purpose?

### 5. Scaffolding

- a. Is scaffolding level and supported on a firm foundation?
- b. Are guardrails and toe boards in place?
- c. Are planking or platforms well-supported and secured to scaffold frames?
- d. Is the scaffolding used for its intended purpose and not overloaded?

### 6. Ladders

- a. Are ladders in good condition?
- b. Are they of adequate height (top step not being used)?
- c. Are they properly placed and on a solid footing?

### 7. Electrical Hazards

- a. Is all electrical equipment properly grounded?
- b. Are all electrical panels used for construction readily accessible and equipped with identifiable circuit breakers?

- c. Is wiring in good condition?
- d. Are extension cords being used properly (e.g., protected from water, of a single length)?

### 8. Fire Hazards

- a. Are extinguishers on hand, charged, and in good condition?
- b. Are the brothers trained in the proper and safe use of extinguishers?
- c. Are water buckets on hand if fire extinguishers are not available?
- d. Are flammables being handled and stored in a safe manner?

### 9. Site Cleanliness

- a. Are materials and supplies well organized?
- b. Are all storage piles (e.g., lumber, block, pipes) well stacked and stable?
- c. Is the construction area clean and clear of debris?
- d. Is food that is prepared or served on-site being handled in a hygienic manner?

### 10. Excavation

- a. Hand excavation of pits can be extremely dangerous. The excavation of pits should be carefully controlled and supervised because of the potential dangers involved. In all ground conditions, it is required that access ladders be provided at all times and that at least two workers be on hand during the excavation.
- b. Where ground conditions are uncertain or unstable, shoring should be provided for worker protection during excavation. A permanent porous pit lining may be needed to guard against collapse. In such circumstances, danger will exist not only when the pit is initially excavated but also when the pit is being emptied. If the ground conditions are extremely unstable, it may be necessary to consider an alternative system.

### 11. First Aid

Please keep in mind that first aid is for *emergency treatment only* and should not be used for nonconstruction-related complaints or injuries. *Do not make any diagnoses*, as this should only be done by qualified medical personnel.—See *Kingdom Hall Construction Guidelines*, paragraphs 152-7.

- a. **Equipment and Supplies:** The following items are suggestions only and should be modified according to local needs: Self-adhesive sterile bandages, sterile gauze pads and rolls, adhesive tape, elastic bandages (for strains), eye wash, hydrogen peroxide, Vaseline (petroleum jelly), antacid, aspirin, and sterile needles (in case someone must be taken to a hospital that may not have sterile needles).
- b. **Emergency Vehicle:** In the absence of reliable ambulance service, a vehicle should be kept available for use in transporting someone who is seriously injured. Trained and responsible drivers must be available at all times while work is being done.
- c. **Emergency Travel Route:** Routes to local hospitals and/or clinics should be available to the driver of the emergency vehicle. The drivers should be familiar with these routes.
- d. **Telephone Numbers:** Have a convenient list of all essential phone numbers that might be needed in case of an emergency.