Basic Framing Training Level 1-Site Safety Manager Minimum Wage-$12/hr
and
Two week trial & evaluation period

Job Description: The Site Safety Manager is in charge of site safety. This includes housekeeping, site organization, material management and tool management. Keeping the site clean and organized is critical for the safety of the crew. Having a clean and organized site promotes efficient productivity with unobstructed work flow while keeping waste manageable and reusable. Our goal on every site is to have the cleanest most organized jobsite possible with waste at such a minimum that scrap could fit in the back of a small pick up truck. This is the essence of green building in Framing. A clean and organized site is proof of attention to detail on a fundamental level and is the best advertising for our company there is.

Section One: Duties & Responsibilities (Job Description Video)

1. Roll out (Video)
2. Site safety (Video)
3. Clean & organize the job site and cull materials as needed (Video)
4. Clean & organize the project (Video)
5. Clean & organize the tool truck or Mobile Framing Unit (MFU) (Video)
6. Roll up & clean up (Video)

Section Two: Procedures & Their Order of Operations

1. Roll out procedure

The first step to a proper roll out is to ask your lead carpenter where the lead power and lead air should be located. Get the electric power lead out of the tool truck and connect the male end into the temporary power box and roll out the female end to the area designated by the lead carpenter. On rainy and wet days, you will need to cover the temporary power pole with a trash bag for safety. You will also need to learn how to reset a temporary breaker that has tripped off.

Once the power lead is rolled out get the air compressor out of the tool truck and plug it into the temporary power box. Go back to the tool truck for the lead air hose and connect the male end of the lead hose to the compressor. Check the drain valves on the compressor and make sure they are closed. Role out the female air hose end to the area designated by the lead carpenter. Both leads should be rolled out and operational within 7 minutes of start time.

This role out procedure will require daily communication with your lead carpenter for designated locations of the electrical and air hose leads. The locations could be the same for several weeks or it could change from day to day depending on the progress of the project. That is why it is important to ask everyday.

Roll Out Order of Operations

- Arrive 5-10 minutes early
- Ask lead carpenter where power and air should be located (ask this every day)
- Get electric power lead out of tool truck
- Plug male end into temporary power box (cover with trash bag on rainy or wet days)
- Roll out female end of power cord to designated area
- Check the temporary power-make sure breaker isn't tripped
- Go back to tool truck an get air compressor out
- Plug it into the temporary power
- Get lead air hose out of tool truck
- Connect male end of air hose to compressor. Make sure drain valves are closed
- Roll out female end of air hose to designated area
- Is the power cord and air compressor on separate breakers?
- Is there power running to the female outlets for the carpenters to plug into?
- Does the air compressor have adequate pressure? (Min 125psi, max 135psi)
- This should take you 7 minutes to complete

2. Site Safety Procedure

Immediately after roll out is complete you will need to perform the site safety check. Identify, remedy and communicate any hazards or dangerous conditions on the site. Walk around the foundation of the project and knock off any metal wall ties that are sticking out of the foundation walls. Plastic caps should be put on any rebar protruding out of the ground or concrete. Examples of other dangerous site conditions include incomplete back fills, open trench's and ice or mud that could cause a slip and fall hazard. Any situation that cannot be safely remedied should be communicated to the lead carpenter so they can warn the rest of the crew.

Be observant of any hazards inside the project as well. For example, nails or screws sticking out of walls or floors, power cords or air hoses on stairs or walking paths that could cause someone to trip or fall, tools left on stairs or walking paths, etc. If you can't fix the issue tell your lead carpenter so they can.

Also, remember to communicate with the other carpenters on the crew. If someone calls your name respond clearly with "yes sir/ma'am." If someone is working above, you holler out "coming through" to let them know you are there. If you are working above someone throwing scrap or anything else down holler out "headache." Always be alert to your surroundings and pay attention to what's going on around you. Your safety and the safety of other people on the site depend on it.

Site Safety Order of Operation

Conditions to identify, correct, and/or communicate to the lead carpenter:

- Trenches
- Incomplete backfills
- Muddy or icy conditions
- Areas of the site that are not well lit
- Locate overhead power lines and any scaffolding and/or ladders in use within 10 feet of power lines
- Protruding rebar (caps are needed)
- Foundation wall ties (knock them off)
- Nails or screws sticking out of floors or walls
- Walls braced off properly- bottom plate nailed, spider ties, A braces
- Open stairs and areas more than 6’ off the ground that need guard rails or hand rails
- Guard rail system in use around basement access/egress to protect workers from walking into a hole
- Power cords and air hoses in walking paths/stairways or tangled together
- Any miscellaneous debris
- Scrap piles or stacked full-length lumber that is in danger of tipping, collapsing, or rolling

3. Clean & Organization Site Procedure

The first step to clean up is the site. You will need to ask your lead carpenter to designate locations for 4 scrap piles around the perimeter of the site. We define scrap as any lumber that has been cut or nailed. Scrap lumber cannot be returned to the lumber yard for credit. To start, work your way around the site picking up all scrap lumber that is less than 2 feet in length and stack it neatly in the nearest designated pile. All scrap piles need to be as condensed as possible and free of paper trash.

When all the smaller scrap is stacked in their designated piles work your way around the site again collecting all scrap lumber that is 2 feet and longer. This larger scrap will be stacked neatly inside the project out of the path of walking traffic (door ways, stairs, etc.) for the carpenters to use.

After all the larger scrap lumber is picked up and stacked appropriately inside the project you will work your way around the site and collect all of the full-length packaged lumber that has been delivered to the site. Stack it all neatly and orderly in an organized manner. You will need to familiarize yourself with 2x4, 2x6, 2x8, 2x10, and 2x12 conventional lumber as well as engineered wood products like I-joists & micro-lams. If there is rain, sleet, or snow in the forecast make sure you cover the packaged lumber deliveries at the end of the day.

Next you will be asked through the work day to break down and create stacks of materials for the carpenters to use. You will be responsible to Cull the materials and create a designated "take back" pile for twisted, warped, and unusable lumber. This is a crucial service to the builder. Not everything that is delivered can or should be used. This process is critical for our trademark quality work and craftsmanship.

Any form lumber should be pulled away from the flat work. Great care should be taken not to damage or chip the concrete. The term "you break it you buy it" applies here and should be avoided at all cost. Designate a separate area for form lumber and stack it neatly.

When all the full-length packaged lumber deliveries are stacked neatly and the small and larger scrap are in their proper places work your way around the site again with a 50-gal trash bag picking up all of the paper and plastic trash. When a bag is full ask the lead carpenter to designate the location for the trash bags. This is usually in a garage area out of the way and must be done in an orderly manner. Next, sweep the street in front of the site and use the magnet to pick up any nails or screws in the roadway. Make sure you get all nails and screws out of the street.

Clean & Organize Site Order of Operation

- Ask lead carpenter to designate locations for 4 scrap piles around the perimeter of site
- Go around site picking up all scrap lumber less than 2ft in length & stack neatly in the nearest scrap pile
- Go back around site and pick up all scrap lumber that is 2ft or longer and stack neatly inside the project out of way of walking traffic
- Go around the site again and stack all full-size package lumber in neat piles. Cover the packaged lumber with a tarp during inclement weather to keep it dry.
- Familiarize yourself with conventional & engineered lumber
- Cull the lumber and create a take back pile
- Strip form lumber, designate an area, and stack it neatly
- Pick up all trash, bag it, and put bags in designated area
- Sweep the street and use magnet to pick up nails and screws in the road

4. Clean & Organize Project Procedure

Now that the site is free of trash and the lumber and scrap are stacked in the appropriate places, move to the inside of the project. Begin inside by picking up all scrap and put it into the designated scrap piles. Once again, under 2 feet goes outside and 2 feet and over goes inside the project in neat stacks out of the way of work areas and foot traffic pathways- doorways, stairs, etc. Then ask the lead carpenter to designate a location for hardware such as nails, joist hangers, screws, nuts & bolts, etc. Organize hardware by type neatly in the designated area.

When all the scrap lumber and hardware is picked up and in its proper place go through the project and pick up all paper and plastic trash. Next sweep and vacuum the floors. When the site and project are clean, organized, and free of all trash ask the lead carpenter to inspect your work. After they sign off on your work, move to the tool truck.

Clean & Organize Project Order of Operation

- Pick up all scrap lumber under 2ft in length and stack neatly in the scrap piles outside
- Pick up all scrap lumber 2ft and longer and stack neatly inside in the designated scrap piles
- Ask the lead carpenter to designate an area for hardware
- Go through the project picking up all trash and bag it.
- Sweep and vacuum all the floors
- Ask the lead carpenter to inspect your work so you can move on to the tool truck

5. Clean & Organize the Tool Truck (MFU)

Start the tool truck clean up by pulling all the tools and equipment out of the truck and inventorying them against the company Tool Check List.

Next, pick up any trash and bag it. Sweep and vacuum the floor and shelves, then ask the lead carpenter to designate where the tools are to be stored inside the truck. This will help to familiarize you with all the tools and equipment as well as where and how they should be stored. Take this time to inspect all equipment and tools for repair and maintenance. Pay attention to power cords and ensure they are in good repair and free of nicks, cuts or exposed wires. All defective tools and equipment should be tagged out with red tape and stowed in the designated repair area and not used until fixed.

Now clean and organize the first aid kit & review the First Aid Kit Check List. (See chapter five for a copy of the First Aid Kit Check List.) Alert the lead carpenter of any first aid supplies that are missing or need replacing.

Designate a spot for the Safety Manual and Material Binder. Familiarize yourself with the contents of each. Make sure the Safety Manual includes up to date information regarding emergency protocols such as emergency phone numbers and a list of nearby hospitals. The Material Binder should contain current Material Safety Data Sheets (MSDS) and other pertinent documents. An up to date copy of the Safety Manual will be provided in chapter five. Make sure the OSHA and minimum wage posters are posted in a clearly visible spot.

When the inside of the tool truck is cleaned and organized, wash the outside of the truck. Don't forget to wash the windows and mirrors. When you have finished cleaning the inside and outside of the tool truck ask the lead carpenter to inspect your work.

Clean & Organize Tool Truck Clean (MFU) Order of Operation

- Remove all tools from the truck and inventory them with the Company Tool Check List
- Pick up all trash and bag it
- Sweep and vacuum the floor and shelves

- Ask the lead carpenter to designate where the tools and equipment should be stored in the truck- defective tools will tagged out with red tape and stored in the designated repair area until fixed.
- Clean and organize the first aid kit, review check list and tell lead carpenter if anything needs to be refilled
- Designate a spot for the Safety Manual and Material Binder. Review and update as needed.
- Make sure OSHA, emergency phone numbers list, and other required info is posted and clearly visible
- Fire extinguisher is properly located, and current inspection tags are attached
- Wash the outside of truck including windows and mirrors
- Ask the lead carpenter to inspect your work

6. Roll up Procedure

When the lead carpenter calls to roll up disconnect the power lead cord, roll the cord up properly and store it in its designated location in the tool truck. Do the same with the air compressor, lead air hose, and air tank.

Use the company Tool Check List to inventory the tools and equipment to ensure they are all accounted for. Once again, the Tool Check List will be provided in chapter five of this book. Check the condition of the tools and equipment for maintenance and needed repairs. Pay close attention to cords and hoses. Inform the lead carpenter of any missing tools and tools in need of maintenance or repair. Mark any tools needing maintenance or repair with red tape.

Once all the tools are present and accounted for, lock up tool truck and give the keys to the lead carpenter. This should be completed within 15 min or less.

Roll Up Order of Operation

- Disconnect carpenters' electrical cords from multi-plug outlet
- Disconnect carpenters air hoses from the lead air hose air tee
- Disconnect multi-plug outlet from lead power cord
- Disconnect lead power cord from temporary power
- Roll up lead power cord neatly and put it in the tool truck
- Disconnect lead air hose from the compressor, roll it up neatly, and put it in the tool truck
- Unplug the compressor from the temporary power, drain it and put it in the tool truck
- Inventory the tools in the truck against the Company Tool List
- Check tools, cords, hoses, etc. for damage or needed maintenance
- Make sure extension cords have grounding prongs and any tool guards are in place and in good condition
- Put red tape on any tools or equipment needing repair or maintenance
- Make sure all tools and equipment are stored in the correct spots in the tool truck
- Lock up the tool truck and give the keys to the lead carpenter

Section Three: Performance Expectations

Each day you will be expected to conduct yourself like a professional with pride in your work, your appearance/hygiene and show respect to others at all times. This includes your respectful language and tone. Always expressing yourself in a polite positive and courteous manner. And working as if small children are around you. You are expected to adhere to the company's code of conduct.

Work Ethic:

- Be dependable
- Be prepared
- Be productive

Safety:

- Keep your work space clean
- Keep your work space organized
- Know and demonstrate safe work practices

Quality Craftsmanship:

- Demonstrate attention to detail in all tasks especially cleaning and organizing the work space.
- Demonstrate proficiency in culling materials
- Demonstrate pride in your workmanship no matter what the task

Efficient Productivity

- Perform assigned tasks thoroughly & independently
- Demonstrate efficient productivity: producing safe, accurate and timely results with minimal waste.
- Identify problems and be part of the solution- Adjust, adapt, and overcome

Leadership & Teamwork

- Follow instruction from superiors safely, accurately & with efficient productivity with respect and a positive attitude.
- Lead & teach subordinates safely, accurately with respect and a positive attitude.
- Demonstrate thorough knowledge of level one duties and responsibilities.

Section Four: Standard of Excellence Goals

The Standard of Excellence is your grade card and path for advancement to a higher pay rate. There are three degrees of advancement within each level of training and a corresponding pay rate. Your performance will be evaluated daily by the lead carpenter and a percentage assigned based on the goals set.

1st Degree: Perform procedures & order of operations safely, accurately & with efficient productivity with instruction/supervision.

2nd Degree: Perform procedures & order of operations safely, accurately & with efficient productivity independently with little or no supervision. Demonstrate mastery of skills learned in section two & workflow.

3rd Degree: Teach your subordinate how to perform procedures & order of operations safely, accurately & with efficient productivity. Training your replacement effectively equals excellence!