



HARVARD

Campus Services

ENVIRONMENTAL HEALTH & SAFETY

Date: 03/31/2017

Toolbox Talk #7

CONSTRUCTION SITE SAFETY



This toolbox talk will outline the safety requirements that all visitors must observe when entering a construction site.

Only Harvard Employees who need to enter a site for their job are allowed

How to Identify a Construction Site:

- Exterior construction projects will be cordoned off with chain link fence, orange construction fence, or warning tape
- Interior renovations will typically have access closed by rope, warning tape, or a closed door with a sign posted
- Harvard Employees should only enter a construction site if their job requires them to and their presence is known to the general contractor
- Look for signs posted along the perimeter informing the public:
 - Who the General Contractor is
 - What PPE is required
 - Site access limitations



Blocked off construction site, creating a safety buffer for the public

What PPE is Required:

- If a Harvard Employee's job requires them to enter a construction site, they must wear the following PPE:
 - Hard Hat
 - Safety Glasses or Goggles
 - Reflective Safety Vest
 - Long Pants
 - Steel Toe Boots
- PPE is required to be worn from the time you enter the site to the time you leave



Harvard Employees must wear required PPE when entering a site

Safe Working Procedures:

- General contractors share the responsibility for all persons on their job, including visitors. It is always good practice to check in with the general contractor to notify them you are in the area
- The general contractor will often be able to provide specific site safety information that may be needed (e.g. hazardous operations taking place on site)
- Follow all signs posted
- If working at elevation (4 Ft or Higher) use appropriate fall protection equipment

**Environmental Health,
Safety**

Group Discussion Topics:

- Is anyone in the group currently working on a construction site, or will need to in the near future? If so what safety measures will they take?
- Does everyone in the group have all the necessary PPE? If not, how can they obtain or order PPE?
- Discuss any job related stories where PPE prevented an injury or where an injury resulted from not wearing PPE.
- As with any safety meeting, take time to discuss any safety issues that you currently have.

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