

What's inside

Chapter	Pages to use
1. Start here and company safety info	Company information, who does what, jobs and subcontractors
2. OSHA recordkeeping	Is it recordable worksheet, 300 log practice pages, 300A summary worksheet and posting checklist, 301 incident report worksheet, 5-year retention tracker
3. Incident investigation	Investigation form, witness statements, sketch page, near-miss report
4. Written safety program	Fill-in template, 20 sections
5. Toolbox talks	52 one-page talks, each with a sign-in sheet, and a year schedule
6. Jobsite inspection checklists	Falls, ladders, scaffolds, excavations, electrical, housekeeping
7. PPE hazard assessment	Task-by-task worksheet and PPE issue log
8. Training records	Training matrix, training log, fall protection training record
9. Emergency action plan	Fill-in plan, emergency contact sheet, drill log
10. New hire orientation	Orientation checklist and sign-off

Is it recordable? Case worksheet

Employee: _____ Date of injury or illness: _____

Date you learned of it: _____ Enter on the 300 Log by (7 calendar days later):

What happened: _____

Step 1. Is it work-related? (1904.5) ☐ Yes ☐ No: which exception in 1904.5(b)(2)? _____**Step 2. Is it a new case?** (1904.6) ☐ Yes ☐ No, same injury not yet healed**Step 3. Did it result in any of these?** (1904.7) Tick all that apply.

Outcome	Yes	Notes
Death	☐	
Days away from work (count from the day after)	☐	Days:
Restricted work or job transfer	☐	Days:
Medical treatment beyond first aid	☐	What treatment:
Loss of consciousness	☐	
Significant diagnosis: cancer, chronic irreversible disease, fractured or cracked bone, punctured eardrum	☐	
Special case: needlestick or sharps (1904.8), hearing loss (1904.10), TB (1904.11), medical removal (1904.9)	☐	

Result: ☐ Recordable ☐ Not recordable. Most serious outcome on the log: ☐ G Death ☐ H Days away ☐ I Restricted or transfer ☐ J Other**Privacy case?** (1904.29(b)(7)) ☐ Yes ☐ No **Report to OSHA?** (1904.39) ☐ Death, 8 hours ☐ Hospitalized, amputation or eye loss, 24 hours ☐ No

Decided by: _____ Date: _____

OSHA 300 Log practice page

Year: _____ Establishment: _____ Page: ____ of ____

A Case no.	B Employee name	C Job title	D Date	E Where	F Injury, body part, cause	G-J (one)	K Days away	L Days restr.	M Type 1-6

G-J: write the one letter for the most serious outcome: G death, H days away, I job transfer or restriction, J other recordable case. M type: 1 injury, 2 skin disorder, 3 respiratory condition, 4 poisoning, 5 hearing loss, 6 all other illnesses.

Talk 1: Fall protection basics

What the rule says: On most construction work, a worker on a surface with an unprotected side or edge 6 feet or more above a lower level must be protected by a guardrail, a safety net or a personal fall arrest system (29 CFR 1926.501(b)(1)). Read it at [osha.gov](https://www.osha.gov).

Why it matters

Falls are a leading cause of death in construction. Most falls happen fast, from heights that did not look dangerous: a roof edge, an open floor hole, the back of a truck.

Key points

- Look for edges, holes and openings before you start, not after.
- Six feet is not very high. A fall from there can kill.
- Guardrails, covers and nets protect everyone. A harness protects only the person wearing it, and only if it is tied off right.
- If the fall protection is missing or damaged, stop and tell your supervisor.
- Never remove a guardrail or hole cover without putting protection back in its place.

Ask the crew

1. Where on this job could someone fall 6 feet or more today?
2. What is protecting them there?

Notes for this job

Sign-in

Date: _____ Job: _____ Led by: _____

Name (print)	Signature	Name (print)	Signature

Inspection checklist: falls

Fall protection rules for construction are in 29 CFR 1926.500 to 1926.503 (Subpart M). Ladders and scaffolds have their own checklists. Each line paraphrases a rule; read the full rule on [osha.gov](https://www.osha.gov) before you rely on it.

Job: _____ Date: _____

Inspected by (competent person): _____ Time: _____

Mark each line Yes, No or N/A. Every No goes on the fix list at the end with a name and a date.

Check	Rule (29 CFR)	Yes	No	N/A
Unprotected sides and edges 6 ft or more above a lower level have guardrails, safety nets or personal fall arrest	1926.501(b)(1)			
Holes (including skylights) more than 6 ft above lower levels are covered, guarded or workers are tied off	1926.501(b)(4)(i)			
Roof work on low-slope roofs with edges 6 ft or more up: protection in place	1926.501(b)(10)			
Steep roofs: guardrails with toeboards, safety nets or personal fall arrest	1926.501(b)(11)			
Hard hats worn where workers are exposed to falling objects, plus toeboards, screens, barricades or canopies	1926.501(c)			
Guardrail top rails 42 in, plus or minus 3 in, above the walking level	1926.502(b)(1)			
Midrails, screens or mesh between top rail and walking level	1926.502(b)(2)			
Top rails hold 200 lb applied outward or downward	1926.502(b)(3)			
Hole covers hold at least twice the weight of workers, equipment and materials on them	1926.502(i)(2)			
Covers secured so they cannot be moved by wind, equipment or workers	1926.502(i)(3)			
Covers marked "HOLE" or "COVER", or color coded	1926.502(i)(4)			
Personal fall arrest anchorages hold 5,000 lb per worker, or are designed by a qualified person as the rule allows	1926.502(d)(15)			
Systems rigged so a worker cannot free fall more than 6 ft or hit a lower level	1926.502(d)(16)(iii)			
Harnesses, lanyards and lifelines inspected before each use; damaged parts removed from service	1926.502(d)(21)			
Fall arrest not tied off to guardrails or hoists	1926.502(d)(23)			

Emergency contact sheet

Post a copy on each job. Where 911 is not available, the rule says the phone numbers of physicians, hospitals or ambulances must be posted where everyone can see them (29 CFR 1926.50(f)(1)).

Who	Phone	Address or notes
Emergency (if 911 works here)	911	
Ambulance (if no 911)		
Nearest hospital emergency room		
Nearest clinic or occupational health		
Fire department (non-emergency)		
Police (non-emergency)		
Poison Help line	1-800-222-1222	
Utility locate before digging	811	
Electric utility emergency		
Gas utility emergency		
OSHA, to report a death, hospitalization, amputation or eye loss (1904.39)	1-800-321-6742	Or online at osha.gov/report
Owner		
Safety lead		
Site lead		
Workers comp claims		
General contractor		

Job address (to give the dispatcher): _____

Nearest cross street or landmark: _____

Fire extinguishers are at: _____ First aid kit is at: _____

CONTRACTOR SAFETY BINDER

That was the free sample.

The full binder has the rest of the OSHA log pages, toolbox talks and the written safety program.

Get the full workbook, \$19

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