The goal of the mentoring program is to welcome new members and provide a sounding board as new members implement the FrameSAFE safety program.
NFC Mentoring Program

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Our Goal:
To create a community of like-minded framers, GCs, suppliers and design professionals.
Our Mission:
To develop and implement best practices to help ensure framers leave the jobsite each day in the same health as they arrived. “Work safely. Go home safely.”
Member Resources

**Website**
- FrameSAFE resources
- List of Framer Members & Sponsors
- General Industry Resources
- Meetings & Events
- Background about NFC & the Leadership Team
- Membership Information in Spanish

- Suggest the new member spends some time on the NFC website. In particular, note the following:
  - The **FrameSAFE** tab includes links to various parts of the program and the main /framesafe page links to articles on how the program is evolving and how implementation of the program builds a culture of safety.
  - The **Framer Members** tab provides an interactive map to locate other framers across the country as well as the details a professional frame needs to get skilled subcontractors involved and using FrameSAFE.
  - The **Sponsors** tab directs members to an interactive map of NFC sponsors, suppliers who have committed their support to this organization. Each sponsor has a profile page to provide contact information and additional details and news about their company.
  - The **Resources** tab includes more general industry information and details on topics of importance to framers. It also highlights specific safety events the NFC promotes on behalf of OSHA and other organization for the benefit of its members. In particular, we support OSHA's National Stand-Down to Prevent Falls in Construction and the Safe+Sound week.
  - The **About Us** tab directs users to a list of meetings and events, along with other additional information about the organization, its history and its leadership.
  - The **Espanol** tab provides some basic information about NFC in Spanish.
Member Resources

Framing News
• Distributed twice a month
• Safety information & OSHA updates
• Industry news & trends
• The latest from NFC Sponsors

Regional Meetings & Events
• Watch for details about meetings in your area or let us know if you’d like help planning an event.

• Mention Framing News and the type of information that is provided through that communication twice a month.
• Explain the importance of getting involved at the local level and the role regional meetings and events play in member engagement. Encourage them to get involved in an upcoming meeting or even to spearhead something in the local area.
  • Mid-Atlantic region, Texas and Wisconsin currently have regular meetings.
• We are always looking for ideas on new resources and article topics.
In addition to regional meetings providing a local opportunity to get involved, the council also includes a number of different committees that provide members with a chance to get involved at the national level:

- **Steering Committee** (Leadership) is made up of the officers of the association (President, Secretary/Treasurer and Past President) that meet regularly to set the vision and allocate resources for the council in response to the needs of the membership.
- **Directors Committee** (Recruiting) is focused on bringing the message of NFC to non-members with the goal of increasing membership among both framers and suppliers to the industry.
- **Standards Committee** (Collaboration with Supply Chain) collaborates with members in the supply chain to create and communicate best practices for the installation of materials on the jobsite.
- **Safety Committee** (Program Development for Framers) develops and maintains FrameSAFE, NFC’s bi-lingual safety program that is based on OSHA 1926 standards.
- **Mentoring Committee** (New Member Engagement) reaches out to new members to educate them about NFC and the benefits of being members, as well as assists new FrameSAFE subscribers with implementation of their safety program.

For details or to get involved, contact NFC Staff at 608-310-6777.
In order for a safety program to be effective the company has to develop a safety culture within the company. This requires support from management and buy-in for the time and effort it will take to get the program implemented. Ultimately, providing a safe work environment is one of the best ways to show your employees you care. It might mean you hear some grumbling in the beginning, but people will be happier – and more productive – in the long run.

Suggest leading with the heart, not the fist. At the end of the day, no one wants an accident on their conscience. Connecting with an employee’s desire to want to go home to their loved ones each day is a particularly effective way to get them to understand why a safety program is important. Bottom line: Safety is everyone’s responsibility.

**NOTE:** The FrameSAFE page on the website (framerscouncil.org/framesafe) includes links to several articles on the importance of having a safety culture and effective safety program for your company.
The FrameSAFE program is based on OSHA 1926 regulations. In addition to the manual, the program includes a number of resources that should be understood and utilized to be in compliance with OSHA requirements. These resources will be explained in more detail below.

Each company will need to implement the program in a way that works best for its size, scope of work and other considerations. The guidelines that follow are intended as recommendations, but do represent current best practices as outlined by the NFC’s safety committee. If you have questions or feedback for the committee as you implement your program, don’t hesitate to reach out either through your regional mentor NFC staff.
It is recommended that the owner, members of upper management and anyone else who will be responsible for establishing and fostering a culture of safety on the jobsite be very familiar with the program materials before implementation with employees begins. It is important to identify someone in your organization to be the point person for coordinating the implementation of the FrameSAFE program. Before implementation begins, this person should read through the FrameSAFE manual and all of the additional resources provided with the program. This person should make recommendations for what your organization may need to do to carry out a successful safety program roll-out.

The management team should agree on the steps and timeline for establishing supervisor buy-in and rolling out the program out to employees, including how employees will be trained. Furthermore, it is recommended that the team have a plan for how the success of the program will be measured based on the safety goals of your company. This may include a plan for when and how to incorporate FrameSAFE checklists and other monitoring resources. The Safety Violation Policy (Disciplinary Action Policy) should be reviewed and any changes made in the manual prior to roll-out.

For the safety of all, and to protect your company from unnecessary liability, it is important for your subcontractors to have their own safety manuals. The NFC Skilled Subcontractor membership includes a FrameSAFE subscription. More information is available on the NFC website at framerscouncil.org/skilled-subcontractors. Professional framers have approached the introduction of FrameSAFE to their subs in a variety of ways. Regional mentors and NFC staff can provide more ideas about how to approached your skilled subs to make sure they have a safety program in place that is in compliance with OSHA regulations.
STEP 2  Prepare FrameSAFE Manual & Documents for Your Company

- FrameSAFE manual for initial training with employees
  - Use Table of Contents as training log for recordkeeping purposes
- Complete Site-Specific Fall Protection Plan Template (if needed)
- Review Section 1.18 – Respirable Exposure Control Guidelines to determine your control plan
  - Implement either Table 1 Control Methods or the Scheduled Monitoring Option

- Determine how you will provide a copy of the FrameSAFE information to each employee – electronically, one section at a time, all at once in their own binder?
- Site-specific fall protection plan:
  - While FrameSAFE is based on OSHA 1926 standards, being able to comply with 29 CFR Part 1926 Subpart M is sometimes very difficult for a framer because we build the structure and we do not always have the required tie off point of 5000 lbs.
  - It is recommended and allowed by OSHA to develop a site specific plan that allows you to deviate from 1926 Subpar M which is covered in Appendix E to Subpar M. Frame Safe Provides alternative guidelines to do this.
  - The site-specific fall protection plan can either be printed out and completed manually or they can use the pdfs in the links provided with the original FrameSAFE email. The plan includes detailed instructions for how it should be completed and added to the FrameSAFE manual under Section 7. Remember to only include the pages that outline your choice of site-specific plan for the work categories being performed. (If the options provided do not meet your needs, contact the NFC safety committee to discuss the addition of another option.)
  - A completed manual should only include ONE option in each work category. As stated, DO NOT include pages in your manual for categories of work your Company will not perform on a particular jobsite or that reflect installation procedures your Company does not perform.
  - Employees should be trained on the site-specific plan options established for your company. It is recommended that a copy of this plan also be provided to subcontractors to include in their safety manuals, as needed, especially if your subs are also using FrameSAFE.
- Section 1.18 outlines the options framers have for developing their silica exposure control plan,
along with the Work Plan form that will need to be filled out and included in the manual and submitted to the GC/Homebuilder for each jobsite. The FrameSAFE page on the website includes a link to a webinar on understanding the new silica requirements.
Introduce supervisors and other key staff to the FrameSAFE program to establish buy-in and make sure everyone is on the same page with regard to goals and expectations.

The guiding principle is that “Safety is everyone’s responsibility!”
Assigning a safety person on the jobsite is to make sure your FrameSAFE program is being executed as planned is very important to the success of the program, as well as to the outcome of a visit by OSHA. It is recommended that the person responsible for training is also charged with tracking and collecting the necessary documentation to prove that your employees have received and understand the training materials. This documentation should be stored either electronically or as hard copies in a safe, organized location.

If you have an OSHA inspection on your jobsite, OSHA will ask you to provide all of your documentation of your safety program to prove that you are providing training to your employees. Therefore, if you store your documentation electronically, it is recommended that you set up shared file access so that documentation can be accessed both from the office and the jobsite. If you are unable to do all of your safety training and tracking electronically, then make sure that your paper copies are stored in a secured location with easy access to the files.

It is suggested that weekly safety training is done at the same time each week to develop consistency in your safety culture.
Introduce employees to the FrameSAFE program with a copy of the FrameSAFE Orientation Checklist. Explain that this document hits the high points of the safety program and will be reviewed at every jobsite start-up meeting. Likewise, any time a new employee starts on a job, the Orientation Checklist should be used for initial training prior to starting work. More information on each section is available in the FrameSAFE manual, but the guiding principle is that “Safety is everyone’s responsibility!”

Outline goals and expectations for the program as well as the plan for initial and ongoing training. Make sure employees understand your company’s Safety Violation/Disciplinary Action policy.
Training on the full FrameSAFE manual can be done in a variety of ways. It is suggested you have your employees read the materials prior to each training. You may choose to provide each employee with his or her own hard copy of the manual or you may choose to provide it electronically. This would allow for training in small groups as each employee would be able to reference his or her own materials during the training sessions. Another approach is to train each employee one-on-one using a master binder. This approach may work well with in situations that involve a language barrier. The manual was designed so that the left-hand page is in English and the right-hand page is in Spanish, so the information is available in both languages at the same time.

Regardless of the approach, it is recommended that employees are given training on a section, followed by an opportunity to ask questions and get any needed clarification on your company’s expectations regarding the OSHA requirements outlined in that section. Once the employee understands the information, have them sign and date that they have received training for that section.

The FrameSAFE Table of Contents was designed to serve as a log for employee training and to aid with recordkeeping requirements. As each employee moves through the manual training, it is suggested that they initial and date each numbered module to certify that they have read the material and have no questions regarding the safety manual or their personal safety. Remind them that it is their responsibility to contact their supervisor for an explanation and additional information on safety-related questions. (There is also an Excel spreadsheet available to download under FrameSAFE Checklists/Safety Awareness [FrameSAFE_Certs & Field Training Tracking Checklist.xlsx] that can help you keep track of which employees have been trained on which modules.)
Highlight a few items that may need to be customized in the training process:
• 1.2: This form will be updated for each jobsite.
• 1.4: If your company Drug & Alcohol Policy is more stringent, make it clear during this training segment.
• 1.10: Highlight weather/storm procedures specific to your region.
• 1.18: Outline approach to silica exposure control per your company’s work plan, as applicable.
• Sec 2: The program provides forms for accident reporting, but you can establish your own guidelines for use based on how claims need to be submitted to your insurance company.
Ongoing training is key to an effective safety program! It is suggested that weekly training is done at the same time each week to develop consistency in your safety culture.

FrameSAFE offers an extensive library of toolbox talks that correspond with the manual. It is recommended to do at least one Toolbox Talk training session with your employees each week. If a safety incident or near-miss occurs, these resources can be used for immediate retraining.
Safety awareness on the job is very important, so it is recommended to use the jobsite library of safety posters. The current library contains more than 20 safety programs that correspond with information found in the manual and Toolbox Talks. Post safety posters in highly visible areas of the jobsite. Also post specific posters where an activity pertains to the posters. For example, post the Forklift Area poster where the forklift is being used and it is not recommended to park.

It is recommended that the printable pdfs (available in either 11x17 or 8.5x11) are output and either laminated or put in plastic sleeves prior to being posted around the jobsite.
FrameSAFE includes a resource to aid in understanding what is involved in an OSHA jobsite visit and how to train your employees to be ready when one occurs.

- Phase 1 is geared toward management and the steps necessary to be prepared for an OSHA inspection.
- Phase 2 is most relevant to your jobsite employees. FrameSAFE also includes Toolbox Talks on these topics:
  - How to Handle an OSHA Inspection
  - How to Handle an OSHA Inspection, Part 2 - Private Interviews & Closing Conference
- Phase 3 covers how to handle receiving a citation from OSHA.

As stated on this resource, these guidelines were created to assist you in navigating an unannounced visit from an OSHA compliance officer. The information is intended as a general guide to best practices only and is not intended to provide specific guidance or opinion, legal or otherwise. If you receive a citation from OSHA, depending on the severity of the alleged violations, it is recommended that you should consider getting your legal representative involved.
For a safety program to be effective on the jobsite, everyone involved in the job needs to be on the same page. This is why the importance of having the proper documents prepared/submitted in a timely manner and having a jobsite safety start-up meeting will all involved parties are key to the process.

**Recommendations:**

- While there may be more than one competent person on a jobsite, only one should be designated as the safety coordinator for the jobsite.
- The designated safety coordinator is responsible for making sure the FrameSAFE materials are in order prior to the Jobsite Safety Start-up Meeting.
- The safety coordinator is also responsible for making sure all executed documents and training documentation has been properly filed.

The following steps outline the process for implementing the FrameSAFE program on an individual jobsite.
Prepare FrameSAFE Manual for Each Jobsite You Start

- Complete Jobsite & Emergency Contact Information – see Section 1.2
- Complete the Silica Work Plan worksheet in Section 1.18
- Complete Site-specific fall protection plan (if needed) – insert in Section 7 of FrameSAFE Manual
- Update/print copy of FrameSAFE Manual for jobsite – must be readily available if an OSHA inspector requests it

**IMPORTANT: The items on this slide need to be completed for EVERY jobsite.**

**Reminders:**
- A **competent person** is one who is capable of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.
- The form in Section 1.2, worksheet in Section 1.18 and the site-specific fall protection plan can either be printed out and completed manually or they can use the pdfs in the links provided with the original FrameSAFE email.
- The site-specific fall protection plan includes detailed instructions for how it should be completed and added to the FrameSAFE manual. A completed manual should only include ONE option in each work category. (The site-specific template includes several options to choose from. If you do not find an option that works for your company, contact the NFC safety committee to discuss adding an option.) As stated, DO NOT include pages in your manual for categories of work your Company will not perform on this jobsite or that reflect installation procedures your Company does not perform.
- If your subs are using FrameSAFE, it is recommended that you work with them to make sure they are updating their manual for each job they start. If needed, you should provide them with a copy of your site-specific fall protection plan to insert in section 7 of their manual.
After your FrameSAFE manual and jobsite specific documents have been prepared, submit the required documents to your GC/Homebuilder either electronically or as a hard copy. Keep in mind that your GC/Homebuilder may require more information that what is listed here depending on your contract requirements.

If you are working with subcontractors, it is suggested that you submit a copy of these items from your subcontractors as well. In addition, copies of signed acknowledgements for everyone’s Toolbox Talks and other training events should also be submitted to the GC/Homebuilder in addition to being filed in your own company’s records.

It is recommended as a good business practice to provide all supervisor and employee training certifications as part of this process. Having this documentation in one place makes dealing with an OSHA site visit easier and more straightforward.

Set a date/time for a Jobsite Safety Start-up Meeting as soon as possible and invite the GC/Homebuilders supervisory team and safety director, your company’s safety director and competent person(s), as well as the subcontractor owner and any of their lead personnel working on the project.
It is important to get full participation on the jobsite prior to starting the job. Ensure all parties (GC/Framer/Subcontractor) are involved in your jobsite safety start-up meeting so that everyone can ask questions and leave the meeting on the same page. This meeting is key to setting the expectations and achieving the buy-in necessary to implement a successful safety program. Again, this is where leading with the heart instead of the fist will set the tone for safety being everyone’s responsibility. This is where “Work safely. Go home safely.” becomes real for all parties involved on the jobsite.
STEP 3  Jobsite Safety Start-up Meeting

**Recommended items to review:**
- GC/Homebuilder’s Jobsite Safety Protocol
- Key safety contacts for the jobsite
- Safety Violation Policy
- FrameSAFE Orientation Checklist
- FrameSAFE Safety Program
- OSHA Inspection Guidelines
- Safety Reinforcement Training (Toolbox Talks, posters, etc.)
- Additional Safety Resources

- GC/Homebuilder’s protocol for safety on the job.
  - Be sure to emphasize anything that is of particular importance due to the nature of the project or at the request of the GC.
- Key safety contacts for the jobsite
  - Identify the competent person(s) on the jobsite and introduce your Jobsite Safety Coordinator for this project.
  - Define who will be monitoring compliance to the program.
  - Define who will be conducting any ongoing safety meetings with the GC/Homebuilder.
- FrameSAFE Jobsite Startup Orientation Checklist
  - Make sure everyone at the meeting reviews and understands the content and how the checklist will be used for training.
  - It is recommended that the checklist acknowledgement form is used to gather employee signatures as documentation of this initial training.
  - Define who will be conducting this orientation for your employees and for the subcontractors.
- FrameSAFE safety program with GC/Homebuilder personnel and your company (i.e. your supervisors and supervisors of subcontractors).
  - Review the FrameSAFE program and all of the elements pertaining to training and monitoring of this program to make sure everyone is on the same page with regard
to contents and expectations.

- Discuss procedures for accident reporting
- Emphasize the need for your subs to have their own safety program if they don’t already.

- OSHA Inspection Guidelines
  - Make sure everyone is on the same page regarding who should be called if an OSHA compliance officer arrives at the site.
  - Outline any specific procedures that the GC/Homebuilder would like followed in the event of a site visit.

- Safety Reinforcement training plan
  - Discuss use of Toolbox Talks, Safety Posters and AHAs to reinforce safety concepts on a regular basis.
  - Toolbox Talks:
    - Define who will be conducting Toolbox Talks for your employees and for the subcontractors.
    - It is the responsibility of the designated jobsite safety coordinator to use Toolbox Talks to provide ongoing employee training on a weekly basis.
    - Time should be taken each week to conduct these Toolbox Talks and each person that is receiving this training will sign the provided training acknowledgement form.
    - Copies of the Toolbox Talks should be filed with your company’s safety documentation and a copy presented to the GC/Homebuilder (if required).
    - If you are using lower-tier subs, it is the subcontractor’s responsibility to perform Toolbox Talks with their employees on a weekly basis also. After each training session, the subs should have his employees sign the training acknowledgement provided with the Toolbox Talk. A copy of this documentation should be provided to your jobsite safety coordinator and to the GC/Homebuilder (if required).
  - Posters:
    - It is the responsibility of the designated jobsite safety coordinator to make sure that all FrameSAFE posters are positioned in applicable locations around the jobsite (it is recommended to laminate posters or use protective plastic sleeves prior to posting).

- Additional Safety Resources (FrameSAFE Tool Inspection checklist, FrameSAFE Stop & Fix checklist, FrameSAFE Safety Audit checklist, AHA’s, additional OSHA resources, items from the GC, etc.):
  - Define who will use these resources and how often they will be used.
  - Determine a plan for how issues will be resolved.
  - Review Safety Violation policy.
It is recommended to start every new job with a jobsite orientation meeting with your employees. (If subcontractors are being used, either include them as part of your kick-off or make sure the sub is providing the same or similar information to his employees as part of their safety program.)

We suggest reviewing the following items in a project kick-off meeting with employees:

- **FrameSAFE Jobsite Startup Orientation Checklist**
  - Make sure everyone at the meeting reviews and understands the content.
  - It is recommended that the checklist acknowledgement form is used to gather employee signatures as documentation of this initial training.
  - Make this an environment where questions are encouraged to clarify the expectations being set for the job.

- **Safety Violation Policy**
  - It should be made clear to all employees the consequences for unsafe behavior.

- **OSHA Inspection Guidelines**
  - Make sure everyone knows who should be called if an OSHA compliance officer arrives at the site.
  - Outline any specific procedures that the GC/Homebuilder would like followed in the event of a site visit.
  - Remind employees to be calm, respectful and non-confrontational.

- **Safety Reinforcement training plan**
- Remind employees that safety meetings and training are mandatory and that it is their responsibility to make sure they understand the materials they are given by asking questions or following up with their supervisor for further training.
- Discuss use of Toolbox Talks, Safety Posters and AHAs to reinforce safety concepts on a regular basis.
- If you are using lower-tier subs, it is the subcontractor’s responsibility to perform Toolbox Talks with their employees on a weekly basis also. After each training session, the subs should have his employees sign the training acknowledgement provided with the Toolbox Talk. A copy of this documentation should be provided to your jobsite safety coordinator and to the GC/Homebuilder (if required).
- Additional Safety Resources (FrameSAFE Tool Inspection checklist, FrameSAFE Stop & Fix checklist, FrameSAFE Safety Audit checklist, AHA’s, additional OSHA resources, items from the GC, etc.):
  - Define which resources will be used, how often and by whom.
  - Explain how issues will be resolved.
- Emphasize two of the most important concepts for jobsite safety:
  - If you don’t know, ASK!
  - Safety is everyone’s responsibility!
Once your FrameSAFE program is underway and you have gone through the process on a handful of jobsites, it is recommended that you consider implementing some of the additional resources included with FrameSAFE that were designed to help monitor ongoing safety and determine where additional training may be needed.
**Tool Inspection:** This checklist is recommended to be used at the beginning of the day. As crews are arriving at the job, the designated safety coordinator will use the jobsite tool inspection form to verify that tools and equipment are in good working order prior to starting that morning. If the tools do not meet the requirements outlined in the checklist, they should either be brought into compliance or the supervisor/GC should be notified immediately. Tools should not be used until the compliance issue is resolved.

**Stop & Fix:** This checklist is designed to help identify potential hazards that could create bodily harm to a worker. Review the checklist with all employees so everyone is aware of the key safety concerns to watch for. A safe working environment is everyone’s responsibility. We recommend that all safety coordinators and supervisors are trained in these items so they can be identified quickly and immediate action can be taken to prevent the hazard. It is suggested that copies of the Stop & Fix are laminated and posted at all entrances of the jobsite. (e.g., entrance, stairways, ladder access points, major traffic areas, etc.).

**Safety Awareness Audit:** This tool is designed to be used by either the framer’s safety director, the jobsite safety coordinator or another competent person on a daily/weekly/monthly basis (determined by company management team) to review jobsite safety performance on the job.
The Activity Hazard Analysis (AHA) is another training tool to use prior to starting a framing task. The AHA identifies possible hazards that pertains to that type of activity and recommends controls that should be in place to help prevent accidents. It also identifies the risk level of a particular hazard.

Recommendations:

- Review the different AHA’s with GC/Homebuilder/Framing/Subcontractor team at the jobsite start-up meeting and discuss which ones will be used on the specific job. Determine who will conduct this training and when.
- It is recommended to use the AHAs at the start of every day with each crew and as a crew moves to a different phase of work. It is the responsibility of the designated jobsite safety coordinator to conduct this training for your employees and your subcontractors (if you use lower tier subs).
It is recommended that you implement a hard hat sticker program as part of a successful jobsite safety initiative.

- Employees are trained on multiple levels of safety and provided stickers for their hard hats that indicate their knowledge. The sticker program could include any or all of the following:
  - Fall Protection
  - Craning and Rigging Certification
  - Crane Signaling Certification
  - CPR Certification
  - Forklift/Aerial Lift
  - Any additional trainings your company provides

- SDS stickers with emergency call center number

It is recommended that all framing employees have a Safety Data Sheet (SDS) Sticker on their hard hats that includes an emergency call center number and provides information pertaining to hazardous products that are being used on the job.
Evaluating Your Safety Program

- Review safety goals established by management in the initial phase of the program roll out
- Evaluate results of Safety Awareness Audits (if used)
- Review incidents/near misses and the retraining process
- Consider:
  - What’s working and what isn’t?
  - Who is leading positively to meet safety goals and expectations?
  - Where is buy-in lacking?
  - What are the next steps?

Regular evaluation of your safety program and ongoing training is important to the maintenance and success of FrameSAFE. In addition to the steps listed here, it is recommended that all employees retrain annually on the FrameSAFE manual (including signed acknowledgement using the Table of Contents).
The importance of constant training and retraining cannot be overstated. Here is an outline of recommended training for employees.

Suggested training for employees in specific areas could include, but is not limited to: aerial lift operator, crane operator, crane rigger and signals, fork lift operator, powder actuated tools, CPR, first aid, traffic control, scaffolding installation and removal, and scaffolding inspection.

Engagement with the NFC, its members and the resources it provides is important for maintaining a culture of safety in your company so your employees can “Work safely. Go home safely.”