

Building Construction – General Contractors

Ideas for Return to Work (RTW) Duties

- Coordinate workers from various trades:
 - Masons
 - Electricians
 - Engineers
 - Carpenters
- Clean up job sites and remove debris
- Review or develop time lines for the entire project and each specific stage of work
- Monitor and journal the daily project work
- Get certificates of insurance from other subcontractors
- Review bonds — Each prime contractor must furnish a performance (surety) bond for the full amount of his or her contract. This will:
 - Ensure the contractor's work will not exceed contract limits (e.g., go over budget or finish behind schedule).
 - Guarantee the quality of the contractor's work.
- Review plans for the building
- Oversee the specifications on the job site while the building is in progress
- Inventory supplies
- Review pricing for supplies used on the job
- Purchase supplies
- Schedule and coordinate materials and equipment deliveries
- Work as an estimator to prepare bids based on plans and specs for current and future jobs
- Substitute for office personnel:
 - Receptionists
 - Administrative assistants
 - Accounting staff
- Clean and organize the on-site temporary facilities:
 - Office trailers
 - Material and equipment sheds
- Replace or repair tree nets and erosion stops on the site — make sure trees and sidewalks in the surrounding area are protected from falling materials
- Inspect sidewalk bridges (e.g., scaffolding covered with plywood boards to protect sidewalks and any pedestrians from being struck by falling materials or equipment)
- Inspect the temporary perimeter fencing and gates
- Finishing carpentry and other architectural woodwork, such as door or window moldings
- Install cabinet pulls, door knobs and hardware
- Refuel portable power generators and heaters
- Inventory, clean and organize storage yard which houses the company's overall excess materials and equipment
- Inspect, repair and clean tools:
 - Hammers
 - Saws
 - Wrenches
 - Circular saws
 - Drills
 - Nail guns
 - Sanders
 - Jackhammers
 - Pile drivers
 - Mechanical, hydraulic or pneumatic jacks
- Make sure tools are properly grounded, double-insulated and listed in Nationally Recognized Testing Laboratories (NRTL)
- Perform preventive maintenance on equipment and machinery:
 - Specialized vehicles: dump trucks, cement trucks, cement mixers, pickup trucks, vans and power buggies
 - Mobile equipment: backhoes, cranes, derricks, forklifts, graders and rollers
- Inspect scaffolding, ladders, aerial buckets, and manual and automatic platform hoists

- Inspect cables and cords to be sure they are securely routed along walls, are not a tripping hazard and are themselves protected from excessive wear
- Review warning signs that read “Authorized Personnel Only,” “Restricted Area,” and “Warning – High Hazard Area”
- Inventory and restock first aid kits throughout the premises
- Create a list of employees’ various skills, training and duties
- Assist the corporate safety director with current inspections, projects and training
- Inspect fall protection equipment such as tethered safety harnesses
- Communicate possible hazards to operators of equipment and heavy machinery with limited or obstructed views
- Improve the company’s practice of lockout/tagout procedures
- Oversee the proper disposal of adhesives, paints, pesticides, tar and sealants, if trained in the proper handling of these substances