



WINDOWS AND DOORS TRADE

DOOR LOCK INSTALLATION

PROJECT OVERVIEW

A carpentry contractor was hired to install new doors in an office building.

DOOR INSTALLATION ISSUES

The contractor was asked to install new doors in every office and hallway of the building.

- The scope of work stated each door needed hardware with a locking mechanism installed.

The contractor's crew began to install a new door and frame in each specified opening.

- The door hardware and locks were installed, and the job was completed.

Building management called the contractor back the next day because none of the doors would lock.

- The carpenter assessed the situation and found no holes were drilled in the door frames for the deadbolts, and the strike plates were not installed.
- The foreman had to immediately call his crew back from another job and have them drill all the holes and install strike plates so the doors lock correctly.

This issue occurred because:

- The crew thought a specific person would drill each hole, and that person assumed the deadbolt installers were drilling their own holes.
- Also, the foreman did not check at the end of the job to ensure everything was completed correctly.

LESSONS LEARNED

The approximate immediate cost was over \$5,000, including:

- The contractor's labor costs to pull the crew from another job to finish the project properly.
- The building management also terminated their service contract with the contractor, costing the contractor an unknown but tremendous amount of money due to future lost revenue.

How Could This Have Been Avoided

- A. This issue could have been avoided in multiple ways. First off, communication is crucial.
- B. The foreman should have ensured each crew member knew exactly what part of the project they were responsible for.
- C. Also, before telling the client the job was complete, each door and lock should have been checked to ensure they function correctly.



DISCUSSION QUESTIONS

1. Before beginning the project, are we sure we have all the materials and proper tools available onsite?
2. Does everyone know their responsibilities and what is expected of them on this project?
3. Before telling the client the project is complete, have we checked that everything is installed and working correctly?
4. If anyone has any questions, are they aware they are expected to speak to the foreman? **Communication is key!**

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WINDOW AND DOOR TRADE VEHICLE LOAD SECUREMENT SAFETY TOOLBOX TALK

OVERVIEW

Load Securement is a broad topic that covers all aspects of fastening or securing materials and equipment to a stable surface.

- This Building–Window and Door Trade topic is geared toward securing materials to a company vehicle and equipment.

Properly secured materials and equipment will eliminate their potential to be accidentally dislodged.

- Failed load securement on US roadways over a four-year period has led to 200,000 crashes, resulting in over 500 deaths and 39,000 injuries.
- Materials and equipment are dislodged for several reasons, such as vehicle accidents or incidents, improper load ties, lack of load ties, removing load ties out of sequence, and many more.

LEARN AND APPLY THE FOLLOWING

Hazards of Working Around Vehicle Unsecured Loads

- Loads not secured on a project site have the potential to dislodge from their storage area, and materials may drop or fall onto workers, causing injury and damage to property.
- Unsecured or improperly secured loads on vehicles can destabilize vehicles, making it easy for a driver to lose control of the vehicle, resulting in rollovers, jackknife accidents, cargo loss, and increased danger for everyone on the road, not just the load driver.
- Unsecured items in the back of a pickup are known to disappear. Chances are they rolled out of the bed or were dislodged and caught by the wind. Where do they end up, hopefully landing safely on the road's edge?

Signs of an Unsecured Load

Look for trucks with 1) poorly or sloppily stacked materials, 2) loads stacked lopsided or uneven, 3) loads not strapped or tied down, and 4) overloaded vehicles.

Vehicle Load Securement Safety

A. Keep workers not involved in vehicle loading and unloading tasks away from the area.

- Before use, maintain and inspect straps, tie-downs, and other fastening equipment.
- Load materials evenly and keep equipment and materials level—secure loads following safe industry practices.
- Stack and store materials with no more than a 4:1 height-to-base ratio.
- Always inspect loads after securing them.

B. After you start transporting a load, after a few minutes or a few miles of transportation, inspect the load.

- Material may suddenly shift and become unstable.
- Use caution when unstrapping the load.
- Many loads require that unstrapping follow a sequence to prevent shifting, especially cylindrical materials.

Building–Window and Door Trade: Vehicle Load Securement

Windows and doors can have specific racks for safe transportation.

- Use the proper amount of hold-down ties.
- Use the proper vehicle and rack combination for the safe transport of materials.

DISCUSSION QUESTIONS

1. What are the hazards and signs of an Unsecured Load?
2. What are our project's requirements for safe Vehicle Load Securement?
3. Does everyone feel confident in their training in Vehicle Load Securement?

Tie-Down Razor-Sharp Metal



Meeting Date:
Supervisor:
Employee Name: