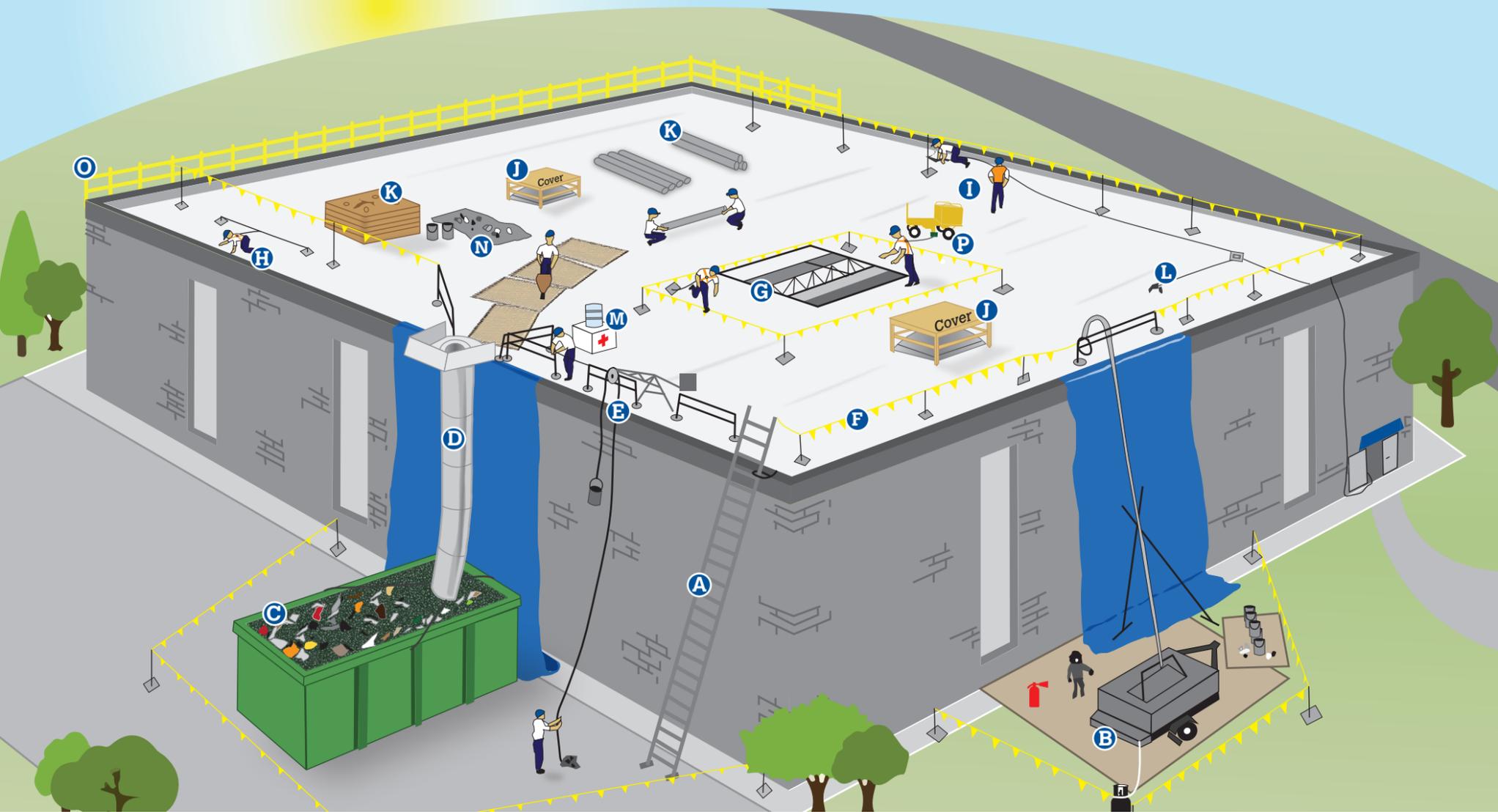


# WORK

# SAFELY

## How To Properly Set Up Your Roofing Job



### A. Ladder

- Tied off
- Base is away from wall 1/4 height of roof
- Side rails extend minimum three feet above roof
- One person on ladder at a time
- Do not carry anything up or down ladder
  - both hands on ladder
- Feet set firmly in place on flat surface

### B. Hot Kettle Operations

- Sheet of plywood under kettle to prevent hot tar damage to customer's property
- Flagged off to keep out passers-by
- Operators wearing faceshield/hard hat, cotton gloves, long pants, long sleeves and laced-up boots
- Fire extinguisher; minimum two 10 pound ABC or one 20 pound ABC
- Propane tank secured in upright position and a minimum of ten feet away
- Support beams for piping
- Tarp side of building
- Chock kettle wheels
- Neat storage of asphalt lugs
- Plywood under lugs
- Safety glasses when chopping lugs

### C. Dumpster

- Flagged off to keep out passers-by
- Keep area clean. Pick up scrap and debris
- Tarp side of building, with or without chute
- Anyone working in or around dumpster must wear a hard hat

### D. Chute

- Required for disposal of debris on roofs twenty feet or greater
- Guardrails extending a minimum of four feet on each side with warning lines extended from rail along roof edge

- Tarp side of building
- Plywood enclosing chute mouth (at top)
- Safety glasses and gloves when handling debris during tear-off
- Do not use roofing material as counterweight

### E. Hoist

- Guardrails on each side, a minimum of four feet with warning lines
- Hard hat for overhead hazards when on ground
- Never stand under suspended load
- Do not use roofing material to counterbalance the hoist
- Use proper hand signals
- Do not exceed hoist's rated lift capacity
- Tying off required to retrieve material if employee must reach out

### F. Perimeter Warning Lines

- Required on roofs more than six feet high
- Warning lines 34 to 39 inches above roof surface
- Flags on line every six feet
- Lines placed six feet from edge of roof
- Lines placed ten feet from edge of roof when operating mechanical equipment perpendicular to the edge
- Must be made of rope, wire or chain
- Protected edge is a wall greater than 39 inches

### G. Deck Replacement

- Full body harness and lanyards required
- 100% tie off at all times
- Open area must be flagged off
- Gloves for handling steel decking
- Immediately remove bad deck and replace with new decking

### H. Positioning System

- Plate and cable fastened into deck
- Ensure proper anchorage support
- Does not let employee get into a position where they can fall
- Allows employee to move to edge of roof and no farther

### I. Safety Monitor (Limited use)

- Required when working outside warning lines and must wear orange vest
- Monitor must not have any other job function except that of monitoring
- Supervise safety of employees working outside warning lines
- Must be "approved" by safety specialist

### J. Skylight Covers

- Must be constructed to support minimum of twice expected load
- Construction of 3/4 inch plywood and 2x4's or special approved covers
- Skylight protection and holes must be color coded or marked "hole" or "cover"

### K. Weight Load Distribution

- Weight of equipment and material properly distributed over roof
- Keep load away from weak decking
- Inspect underside of deck prior to loading

### L. Ground Fault Circuit Interrupter (GFCI)

- Protection of faulty electrical equipment
- Assured Grounding Program and GFCI must be utilized
- Assured grounding is completed on quarterly basis

### M. Safety Box

- First aid kit
- Hazard Communication Manual (MSDS)
- Spare warning line flagging
- Caution tape
- Hard hats, gloves and safety glasses
- Two cup eye wash bottles
- Two fire extinguishers (Minimum ten pound ABC)
- Water cooler on top
- OSHA poster on underside of lid
- Full body harness, lanyards, safety plate/cable
- No roofing equipment (screw guns, hammer, drills, scissors, etc.)

### N. Neatness of Workplace

- Tools and equipment kept in a centralized orderly location to prevent trip hazards and misplaced or lost equipment
- Plywood pathway in place to prevent wear and tear on existing roof
- Overall jobsite clean and professional

### O. Guardrails

- Must withstand force - 200 lbs.
- Must be between 39 to 45 inches
- Must have mid-rail and top-rail

### P. Fall Protection Cart

- Cart must be set to avoid swing hazard
- Position of cart must limit fall hazard to six feet

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