



# **SAFETY PROGRAM**

## PREFACE

The purpose of this safety and health manual is to establish standards for roofing construction, repair safety and health program. This safety program has been developed by the Florida Division of Safety with voluntary input from Florida employers, workers' compensation insurance carriers, labor organizations, trade associations, and the management of Jonathan Campbell Contracting Inc.

This manual is intended to serve as the basis for an employer integrated safety and health management program. Implementation of this safety program satisfies the requirements of the Division of Safety.

The essential elements of this program include: top management's commitment and involvement, the establishment and operation of safety committees, provisions for safety and health training, first aid procedures, accident investigations, record keeping of injuries, workplace safety rules and procedures.

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## Section I.

## MANAGEMENT COMMITMENT AND INVOLVEMENT POLICY STATEMENT

The management of this organization is committed to providing employees with a safe and healthful workplace. It is the policy of this organization that employees report unsafe condition and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

Employee recommendations to improve safety and health conditions will be given thorough consideration by our management team. Management will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.

The primary responsibility for the coordination, implementation, and maintenance of our workplace safety program had been assigned to:

NAME: Jonathan Campbell

TITLE: SAFETY DIRECTOR

TELEPHONE: 850-803-4300

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our safety program coordinator, myself, or other members of our management team will participate with you or your department's representative in ongoing safety and health program activities, which include:

- Promoting safety committee participation;
- Providing safety and health education and training and
- Reviewing and updating workplace safety rules.

This policy statement serves to express management's commitment to and involvement in providing our employees a safe and healthful workplace. This workplace safety program will be incorporated as the standard of practice for this organization. Compliance with the safety rules will be required of all employees, as a condition of employment.

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Jonathan Campbell  
CEO/President

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Date

## SECTION II SAFETY

### COMMITTEE

#### SAFETY COMMITTEE ORGANIZATION

A safety committee has been established to recommend improvements to our workplace safety program and to identify corrective measures needed to eliminate or control recognized safety and health hazards. The safety committee consists of the following supervisory and non-supervisory members of our organization:

<u>Jonathan Campbell</u>	<u>SAFETY PROGRAM COORDINATOR</u>
<u>Reserved</u>	<u>SUPERVISORY EMPLOYEE MEMBER</u>
<u>Reserved</u>	<u>SUPERVISORY EMPLOYEE MEMBER</u>
<u>Reserved</u>	<u>SUPERVISORY EMPLOYEE MEMBER</u>
<u>Reserved</u>	<u>NON-SUPERVISORY EMPLOYEE MEMBER</u>
<u>Reserved</u>	<u>NON-SUPERVISORY EMPLOYEE MEMBER</u>

#### RESPONSIBILITIES

The safety committee shall determine the schedule for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.

The safety committee will be responsible for assisting management in reviewing and updating workplace safety rules based on accident investigation findings and employee reports of unsafe conditions or work practices, accepting and addressing anonymous complaints and suggestions from employees.

The safety committee will be responsible for assisting management in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.

The safety committee will be responsible for assisting management in evaluating employee accident and illness prevention programs, promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.

Safety committee members will participate in safety training, be responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, effective and documented.

#### MEETINGS

Safety committee meetings are held monthly. The safety program coordinator will post the minutes of each meeting within one week after each meeting.

SAFETY COMMITTEE MINUTES

Date of Committee Meeting: \_\_\_\_\_

Time: \_\_\_\_\_

Minutes Prepared by: \_\_\_\_\_

Location: \_\_\_\_\_

Members in Attendance

Name

Name

Name

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Previous Action Items: \_\_\_\_\_

Review of Accidents since Previous Meeting: \_\_\_\_\_

Recommendations for Prevention: \_\_\_\_\_

Recommendations from Anonymous Employees: \_\_\_\_\_

Suggestions from Employees: \_\_\_\_\_

Recommended Updates to Safety Program: \_\_\_\_\_

Recommendations from Accidental Investigation Reports: \_\_\_\_\_

Safety Training Recommendations: \_\_\_\_\_

Comments: \_\_\_\_\_

## SECTION III.

### SAFETY AND HEALTH TRAINING

#### Safety and Health Orientation

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to a copy of this safety manual through his or her supervisor for review and future reference. They will be given a personal copy of the safety rules, policies, and procedures pertaining to his or her job. Supervisors will ask questions of employees and answer employees' questions to ensure knowledge, understanding of safety rules, policy, and job -specific procedures described in our workplace safety program manual. All employees will be instructed by their supervisors that compliance with the safety rules described in the workplace safety manual is required.

#### Job-Specific Training

- Supervisors will initially train employees on how to perform assigned job tasks safely.  
Supervisors will carefully review with each employee the specific safety rules, policies, and procedures that are described in the workplace safety manual.
- Supervisors will give employees verbal instructions and specific directions on how to do the work safely.  
Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.  
All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.  
Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

#### Periodic Retraining of Employees

All employees will be retrained periodically on safety rules, policies and procedures, when changes are made to the workplace safety manual.

Individual employees will be retrained after the occurrence of a work-related injury caused by unsafe acts or work practices, when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

## SECTION IV.

## FIRST AID PROCEDURES

## EMERGENCY PHONE NUMBERS

Safety Coordinator	850-803-4300	Poison Control	1-800-222-1222
Ambulance	911	Fire Department	911
Ambulance	911	Police	911
Medical Clinic Address	Baptist Health Care 1110 Gulf Breeze Pkwy. Gulf Breeze, FL 32561		

## Minor First Aid Treatment

First aid kits are kept in the warehouse and in service vehicles. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

## Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor.
- Proceed to the posted medical facility. Your supervisor will assist you with transportation, if necessary.
- Provide details for the completion of the accident investigation report.

## Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone numbers and instructions posted on the first aid kit to request assistance and transportation to the local hospital emergency room.
- Provide details for the completion of the accident investigation report.

## First Aid Training

Each employee will receive training and instructions from his or her supervisor on our first aid procedures.

## FIRST AID INSTRUCTIONS

(In all cases requiring emergency medical treatment, immediately call, or have a co-worker call to request emergency medical assistance.)

### WOUNDS:

#### Minor Cuts, lacerations, abrasions, or punctures

- Wash wound using soap and water, rinse well.
- Cover the wound using clean dressing.

#### Major large, deep and bleeding

- Stop the bleeding by pressing directly on the wound, using bandage or cloth.
- Keep pressure on the wound until medical help arrives.

### Broken Bones:

- Do not remove the victim unless it is necessary.
- If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

### Burns

#### Thermal (Heat)

- Rinse the burned area, without scrubbing it and immerse it in cold water- do not use ice water.
- Blot dry the area and cover it using sterile gauze or a clean cloth.

#### Chemical

- Flush the exposed area with cool water immediately for 15 to 20 minutes.

### EYE INJURY:

#### Small Particles

- Do not rub your eyes.
- Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eye continuously with water.

#### Large or Stuck Particles

- If a particle is stuck in they eye, do not attempt to remove it.
- Cover both eyes with bandage.

### Chemical

- Immediately irrigate the eyes and under the eyelids, with water for 30 minutes.

### Neck and Spine Injury:

- If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is necessary.

### Heat Exhaustion:

- Loosen the Victims tight clothing.
- Give victim "sips" of cool water.
- Make the victim lie down in a cooler place with the feet raised.

## Section V. ACCIDENT

### INVESTIGATION

#### Accident Investigation Procedures

An accident investigation will be performed by the supervisor at the location where the accident occurred. The safety coordinator is responsible for seeing that the accident investigation reports are being filled out completely, and the recommendations are being addressed. Supervisors will investigate all accidents, injuries and occupational diseases using the following investigation procedures:

- Implement temporary control measures to prevent any further injuries to employees.  
  
Review the equipment, operations and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues to the accident causes.
- Investigate casual conditions and unsafe acts; make conclusions based on existing facts.
- Complete the accident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training.

Accident investigation reports must be submitted to the safety coordinator within 24 hours of the accident.

Accident Investigation Report

Employee: \_\_\_\_\_ Job Title: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date/Time of accident: \_\_\_\_\_ Date/Time reported: \_\_\_\_\_

If delayed report, reason for delay: - - - - -

Location of accident: - - - - -

Weather/environmental conditions: - - - - -

Witnesses: - - - - -

Nature of injury and body part injured: - - - - -

Describe how accident happened: - - - - -

\_\_\_\_\_  
\_\_\_\_\_

Suggested corrective Action: - - - - -

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## SECTION VI.

### RECORD KEEPING PROCEDURES

#### Record keeping Procedures

The Human Resources Director will control and maintain all employee accident and injury records. Records are maintained for a minimum of three (3) years and include:

- Accident Investigation Reports
- Worker's Compensation Notice of Injury Reports DWC 1.
- Log & Summary of Occupational Injuries and Illnesses LES SAF 200.

## SECTION VII.

### SAFETY RULES, POLICIES, AND PROCEDURES

The safety rules contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules, review them often, and use good common sense in carrying out assigned duties.

These safety rules shall include both general workplace safety rules and job -specific safety rules.

#### GENERAL RULES:

All Employees (See Pg. 11)  
Ladder Safety (See Pg. 12)

JOB SPECIFIC RULES:  
(See Pages 13-30)

## ALL EMPLOYEES

### Housekeeping

1. Use caution signs/cones to barricade slippery areas.
2. Do not store or leave items on stairways.
3. Return tools to their storage places after using them.
4. Do not block or obstruct stairwells, exits, or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
5. Do not place materials such as boxes or trash in walkways and passageways.
6. Do not use gasoline for cleaning purposes.
7. Mop up water around drinking fountains; drink dispensing machines and ice machines.

### Lifting Procedures

#### General

1. Test the weight of the load before lifting by pushing the load along its resting surface.
2. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts or get assistance from a co-worker.
3. Never lift anything if your hands are greasy or wet.
4. Wear protective gloves when lifting objects with sharp corners or jagged edges.

#### When Lifting

1. Face the load.
2. Position your feet 6"-12" apart with one foot slightly in front of the other.
3. Bend at the knees, not at the back.
4. Keep your back straight.
5. Get a firm grip on the object using your hands and fingers. Use handles when they are present.
6. Hold the object as close to your body as possible.
7. Perform lifting movements smoothly and gradually; do not jerk the load.
8. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
9. Set down objects in the same manor as you picked them up, except in reverse.
10. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

## LADDER SAFETY

Before setting up a ladder, inspect it for defects.

- Make sure the latches on extension ladders are secured before climbing
- Never use a ladder with split or missing rungs.
- Never use a ladder with grease, oil, or any other slippery substance on the rungs or rails.  
Defective ladders that cannot be repaired on the spot must be tagged and removed.
- Make sure the ladder feet move freely and are slip-resistant.

The ladder should extend three feet over the top of the building and be secured.

- If the ladder is not tall enough to extend three feet over then it must be tyed off, and there must be a secure grab rail.

For every four feet of building height, the base of the ladder should be set one foot away from the building.

Set the ladder on firm ground and make sure that it is secure.

- Concrete or compact soils are ideal surfaces.
- Avoid unstable rocks, loose sand, mud, and ice.
- If the ladder does not have slip-resistant feet, dig a small trench and place the base of the ladder in the trench to keep it from slipping.

Follow safe work practices for climbing and carrying ladders.

- Keep at least one hand on the ladder at all times when climbing up or down.
- Face the ladder when climbing in either direction
- Keep ladders; especially metal ones, away from overhead power lines.
- Get help when moving heavy ladders.

## OFFICE PERSONNEL

### Office Safety

#### General

1. Do not place material such as boxes or trash in walkways and passageways.
2. Do not throw matches, cigarettes, or other smoking material into trash baskets. Do not kick objects out of your pathway, pick them up or push them out of the way.
3. Keep floors clear of items such as paper clips, pencils, tacks, or staples.
4. Straighten or remove rugs and mats that do not lie flat on the floor.
5. Mop up water around drinking fountains and drink dispensing machines.

6. Do not block your view by carrying large or bulky items, use a dolly or hand truck or get assistance from a fellow employee.
7. Store sharp objects, such as pens, pencils, letter openers, and scissors in drawers or with the points down in a container.
8. Carry pencils, scissors, and other sharp objects with the tips pointing down.
9. Use the ladder or step stool to retrieve or store items that are located above your head.
10. Do not run on stairs or take more than one step at a time.
11. Keep doors in hallways fully open or fully closed.
12. Use handrails when ascending or descending stairs or ramps.
13. Obey all posted safety danger signs.

#### Furniture Use

1. Open only one file cabinet at a time. Close the filing cabinet drawer you are working in before opening filing drawer in the same cabinet.
2. Use the handles when closing doors, drawers, and files.
3. Put heavy files in the bottom drawers of file cabinets.
4. Do not tilt the chair you are sitting in on its back two legs.
5. Do not stand on furniture to reach high places.

#### Equipment Use

1. Do not use fans that have excessive vibration, frayed cords, or missing guards.
2. Do not place floor type fans in walkways, aisles, or doorways.
3. Do not plug multiple electrical cords into a single outlet.
4. Do not use extension or power cords that have the ground prong removed or broken off.
5. Do not use frayed, cut, or cracked, electrical cords.
6. Use a cord cover or tape the cord down when running electrical cords across aisles, between desks or across entrances or exits.
7. Do not use lighter fluid to clean drafting equipment; use soap and water,

### STOCK/SUPPLY/MATERIAL HANDLING PERSONNEL

#### Personal Protective Equipment

1. Wear steel-toed boots in warehousing and material handling environments designated by your supervisor.
2. Wear work gloves when handling rough, sharp -edged or abrasive material such as chains, sheet metal, siding, flashing or cable ropes.

## Forklift Safety

### General

1. Only authorized and trained personnel are allowed to operate the forklifts.
2. Apply the foot brake and shift gears to neutral before turning the key.
3. Do not use bare forks as a man -lift platform.
4. Steer the forklift wide when making turns.
5. Sound the forklift horn when approaching blind corners, doorways, or aisles to alert other operators and pedestrians.

### lifting

1. Do not exceed the lift capacity of the forklift. Read the lift capacity plate on the forklift if you are unsure.
2. Follow the manufacture guidelines concerning changes in the lift capacity before adding attachment to a forklift.
3. Lift the load an inch or two to test for stability; if rear wheels are not in firm contact with floor, take a lighter load or use a forklift that has a higher lift capacity.
4. Do not raise or lower a load while you are enroute. Wait until you are in the loading area and have stopped before lowering the load.
5. After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
6. Raise the forks an additional two inches to avoid hitting or scrapping the ramp surface as you approach the ramp.
7. Do not drive the forklift while people are on the attached man-lift platform.
8. Drive unloaded forklifts in reverse when going up a ramp and forward when going down a ramp.
9. Drive a loaded forklift in a forward gear when going up a ramp. Upon approaching the ramp, raise the forks additional two inches to avoid hitting or scrapping the ramp surface.
10. Do not attempt to turn around on a ramp.
11. Do not use a gear for the opposite direction of travel as a means to slow or stop the forklift.
12. Lower the mast completely, turn the engine off, and set the parking brake before leaving the forklift.

### Specific Operations

#### Picking Up a Load

1. "Square up" on the center of the load and approach it straight on with the forks in the travel position.
2. Stop when the tips of your fork are about a foot from the load.
3. Level the forks and slowly drive forward until the load is resting against the backrest of the mast.
4. Lift the load high enough to clear whatever is under it.
5. Back up one -foot, and then slowly and evenly tilt the mast backward to stabilize the load.

## Putting a Load Down

1. "Square up" and stop one foot from the desired location.
2. Level the forks and drive to the loading spot.
3. Slowly lower the load to the floor.
4. Tilt the forks slightly forward so that you do not hook the load.
5. When the path behind you is clear of obstructions, back straight out until the forks have cleared the pallet.

## Stacking One Load on Top of Another

1. Stop about one foot away from the loading area and lift the mast high enough to clear the top of the stack.
2. Slowly move forward until the load is squarely over the top of the stack.
3. Level the forks and lower the mast until the load is no longer supported by the fork.
4. Look over both shoulders for obstructions and back straight out if the path is clear.

## Roofing Personnel

### Housekeeping

1. Do not store or leave items on stairways.
2. Do not leave loose tools, lunch boxes, or other items on rooftop. Return tools to their storage places after use.
3. Keep walking surfaces of elevated working platforms; such as scaffolds and equipment access pads on roofs, clear of tools and materials that are not being used.
4. Remove protruding nails or bend them down into the lumber by using a claw hammer.
5. Do not use gasoline for cleaning purposes.
6. Sweep up scraps and debris from around equipment such as drill presses, punches, or power shears by using a broom and a dustpan.
7. Do not drop debris through roof top openings unless the area below has been barricaded at least 6 feet out from all edges of the opening.

### Personal Protective Equipment

1. Do not drill holes or paint your hard hat.
2. Do not wear hard hats that are dented or cracked.
3. Wear the chemical goggles when using, applying or handling chemical liquids or powders from containers labeled "Caustic" or "Corrosive."
4. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
5. Wear your earplugs or earmuffs in areas posted "Hearing Protection Required."
6. When handling hot tar, wear clothing made of cotton or non-synthetic fibers. Wear long sleeve shirts, long pants and gloves.
7. Wear safety goggles while reaming, drilling, welding or cutting metal.
8. Wear work gloves when handling rough, sharp-edged or abrasive material. Wear snug fitting gloves with cuffs that will extend up under the buttoned shirtsleeves when working with hot asphalt.

9. Wear laced high-top work boots at all times except when working on roofs steeper than 4:12 or when applying special roofing materials that require other types of shoes.
10. Wear your hard hats at all times.
11. Wear your safety goggles when tearing off roofs and when using power tools.

#### When Respirators are provided

1. Shave daily to prevent facial hair from interfering with the face seal of the respirator.
2. Do not wear contact lenses when wearing a respirator.
3. Clean and return respirators to their carrying cases or cartons and store in a designated storage area as instructed by your employer when the work is completed.
4. Only use the respirator that has been fitted and issued to you.
5. Check with your supervisor when in doubt about respirator use.

#### Infection Control

1. Wash your hands after removing your gloves with soap or mild detergent and water before eating, smoking, using the toilet, or any areas of the body that may have contacted these volatiles.
2. Use mechanic's cream hand cleaner such as "Go-Jo" where water is not readily available.

#### Scaffolding

1. Follow competent person's instructions when erecting the scaffold.
2. Do not work on scaffolds outside during stormy or windy weather.
3. Do not climb on scaffolds that wobble or lean to one side.
4. Initially inspect the scaffolds before mounting it. Do not use a scaffold if any pulley, block, hook, or fitting is visibly worn, cracked, rusted, or otherwise damaged. Do not use a scaffold if any rope is frayed, torn, or visibly damaged.
5. Do not use any scaffold tagged "Out of Service."
6. Do not use unstable objects such as bundles of shingles, steel drums or cans, crates, loose brick or concrete blocks to support scaffolds or planks.
7. Do not work on platforms or scaffolds unless they are fully planked.
8. Do not use a scaffold unless guardrails and all flooring are in place.
9. Do not use strips of felt or any building materials as a make shift guardrail. Utilize guardrail systems as outlined per manufacturer's instructions.
10. Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches.
11. Do not walk or work beneath a scaffold unless a wire mesh has been installed between the midrail and the toe board or planking.
12. Use your safety belts and lanyards when working on scaffolding at a height of 10 feet or more above ground level. Attach the lanyard to a secure member of the scaffold.
13. Do not climb the cross braces for access to the scaffold. Use the ladder.
14. Do not jump from, to, or between scaffolding.
15. Do not slide down cables, ropes or guys used for bracing.

16. Keep both feet on the decking. Do not sit or climb on the guardrails.
17. Do not lean out from the scaffold. Do not rock the scaffold.
18. Keep the scaffold free of roofing material scraps, loose tools, and other obstructions.
19. Do not throw anything "overboard" unless a spotter is available. Use the debris chutes or lower things by hoist or by hand.
20. Do not move a mobile scaffold if anyone is on the scaffold.
21. Before using a rolling scaffold, chock the wheels with wheel blocks and lock them by using your foot to depress the wheel lock.

## Job Site Safety

1. Do not walk under partially demolished walls or floors.
2. Stop working outdoors and seek shelter during lightning storms, high winds and heavy rains.
3. Do not begin working until barricades, warning signs, or other protective devices have been installed to isolate the work area.
4. Do not throw or toss debris outside barricaded areas.
5. Walk around or step over holes, rocks, and roots in your pathway.
6. Stay clear of all trucks, forklifts, cranes, and other heavy equipment when in operations.
7. Do not approach any heavy equipment until the operator has seen you and has signaled to you that it is safe to approach.
8. Walk around or duck under protruding branches and limbs.
9. Do not walk on fallen trees; walk on the ground.
10. Do not clear brush by hand within 100ft of heavy equipment operations.
11. Keep combustible liquids stored and covered in approved containers.

## Vehicular Safety (trucks and all terrain vehicles).

### General

1. Drive on the graded roadways that have been leveled for this purpose.
2. Turn on low-beam headlights when driving on the site.
3. Drive up the slope or down the slope, not across the slope.
4. Hold onto vehicle when stepping out of it onto loose ground, holes or rocks.
5. Tools and materials shall be secured to prevent movement when transported.
6. Do not exceed the maximum number of people for which the vehicle is designed to transport.
7. Do not operate a loaded vehicle or load it, by means of cranes, power shovels, loaders or similar equipment if the vehicle does not have a cab shield and/or canopy to protect you from shifting or falling materials.
8. Do not carry extra fuel on any vehicle except in a properly mounted fuel tank approved by your employer.

### Fueling Vehicles

1. Turn the vehicle off before fueling.
2. Do not smoke while fueling vehicle.
3. Wash hands with soap and water if you spill gasoline on them.

## Driving Rules

1. Shut all doors and fasten seatbelt before moving the vehicle.
2. Obey all traffic patterns and signs at all times.
3. Maintain a three-point contact using hands and one foot or both feet and one hand when climbing into and out of vehicles.
4. Drive up slope or down the slope not across the slope.
5. Do not leave keys in an unattended vehicle.

## Trailer Safety

1. Set the parking brake in the towing vehicle and use wheel blocks to chock the wheels of the trailer before unloading the trailer.
2. Permit no one to ride in the trailer.
3. Take slow, wide turns when towing trailers.
4. Do not exceed the load capacity as posted on the trailer door of the trailer.
5. Do not place all the heavy equipment on one side of the trailer.
6. Secure equipment and fuel tanks to the vehicle with chains or straps to eliminate or minimize shifting of the load.
7. Do not mount or dismount equipment on the traffic side.

## Hand/Power Tool Safety

### General

1. Use tied off containers to keep tools from falling off scaffolds and other elevated work platforms.
2. Carry all sharp tools in sheath or holster.
3. Tag worn, damaged or defective tools "Out of Service" and do not use them.
4. Do not use a tool if its handle has splinters, burns, cracks and splits or if the head of the tool is loose.
5. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroom heads.
6. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels or files in your pocket unless the tool or your pocket is sheathed.
7. Do not perform, "make-shift repairs" to tools.
8. Do not use "cheaters" on load binders or "boomers."
9. Do not throw tools from one location to another, from one employee to another or from the scaffolds or other elevated platforms.
10. Only transport hand tools in toolboxes or tool belts. Do not carry tools in your clothing.

### Hammers

1. Use a claw hammer for pulling nails.
2. Do not strike nails or other objects with the "cheek" of the hammer.
3. Do not strike a hardened steel surface, such as a cold chisel, with a claw hammer.

4. Do not strike one hammer against another hammer.
5. Do not use a hammer if your hands are oily, greasy or wet.
6. Do not use a hammer as a wedge, pry bar or for pulling large spikes.

#### Hydraulic/Pneumatic Tools

1. Do not point a compressed air hose at bystanders or use it to clean your clothing.
2. Lock and/or tag tools "Out of Service" to prevent usage of the tool.
3. Do not use tools that have handles with burns or cracks.
4. Do not use compressors if their belt guards are missing. Replace belt guards before use.
5. Turn the tool **off** and let it come to a complete stop before leaving it unattended.
6. Disconnect the tool from the airline before making any adjustments or repairs to the tool.

#### Heat Exhaustion!Sun Exposure

1. Keep shirts on to avoid dehydration and sunburn.
2. Drink plenty of water during day-don't wait until you feel thirsty.
3. Avoid caffeine and alcoholic beverages.
4. Take your breaks in shady areas.
5. Get plenty of sleep and eat well.

#### Knives/Sharp Instruments

1. When handling knife blades and other cutting tools, direct sharp points and edges away from you.
2. Cut in the direction away from your body when using knives.
3. Use the knife that has been sharpened; do not use knives that have dull blades.
4. Use knives for the operations for which they are made.
5. Do not use knives that have broken or loose handles.
6. Do not use knives as screwdrivers, pry bars or can openers.
7. Do not pick up knives by their blades.
8. Carry knives with their tips pointed towards the ground.
9. Do not carry knives, scissors, or other sharp tools in your pockets or an apron unless they are placed in their sheath or holder.
10. Do not attempt to catch a falling knife.
11. Store knives in knife blocks or sheaths after using them.

#### Electrical Safety

1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from the path of drills, metal shears, power presses, grinders, and other tools or equipment that can be splice or cut the power cord.
3. Do not use cords that have splices, exposed wires, cracked or frayed ends.
4. Do not carry "plugged" in equipment or tools with your finger on the switch.
5. Do not carry equipment or tools by the cord.
6. Disconnect the tool from the outlet by pulling on the plug, not the cord.
7. Turn the tool off before plugging or unplugging it.
8. Do not leave tools that are "on" unattended.
9. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.

10. Do not operate spark-inducing tools such as grinders, drills, or saws near containers labeled "Flammable" or in an explosive atmosphere such as a paint spray booth.
11. Turn off electrical tool and unplug it from the outlet before attempting repairs or service work. Tag the tool "Out of Service."
12. Do not use extension cords or other three pronged power cords that have a missing prong.
13. Do not use an adapter such as a cheater plug that eliminates the ground.
14. Do not plug multiple electrical cords into a single outlet.
15. Do not run extension cord through doorways, through holes in ceilings, walls, or floors.
16. Do not stand in water or on wet surfaces when operating power hand tools or portable electrical appliances.
17. Do not use a power hand tool to cut wet or water soaked building materials.
18. Do not use a power hand tool while wearing wet gloves.
19. Never operate electrical equipment barefooted. Wear rubber -soled or insulated work boots.
20. Do not operate a power hand tool or portable appliance that has a frayed, worn out, cut, improperly spliced or damaged power cord.
21. Do not operate a power hand tool or portable appliance if a prong from the three-pronged power plug is missing or has been removed.
22. Do not operate a power hand tool or portable appliance that has a two-pronged adapter or a two-conductor extension cord.
23. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic handgrips or other nonconductive areas designed for gripping purposes.

## Hazardous Materials

### When using chemicals to seal metals

1. Wear protective gloves when handling chemicals from containers labeled "Flammable," "Toxic," "Caustic" or "Poisonous" and wash your hands after removing the gloves.
2. Follow the instructions on the label and in the corresponding Material Safety Data Sheet.
3. You must have a (MSDS) for each chemical product used in your workplace.
4. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
5. Do not use chemicals from unlabeled containers and unmarked cylinders.
6. Do not perform "hot work" such as welding, metal grinding or other spark operations within 50 feet of container's labeled "Flammable" or "Combustible"
7. Do not drag containers labeled "Flammable."
8. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic."
9. Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic."

## Power Hoist Safety

1. Use manufacturer approved counter weights to secure the hoist. Do not use roofing materials such as rolls of felt or bundles of shingles.
2. Do not exceed the manufacture's recommended loaded capacity limits.
3. Only trained personnel, approved by the employer are allowed to operate a power hoist.
4. Use the power hoist in an area that permits the operator to stand clear of the load at all times.
5. Use safety hooks or shackles to attach the load whenever possible.
6. Use "tag lines" to control the load when necessary.
7. Keep your fingers and clothing clear of hoist machinery.
8. Do not attempt adjustments while the hoist is running.

## Compressed Gas Cylinders

### Storage and Handling

1. Do not handle cylinders if your gloves are greasy or oily.
2. Store all cylinders in the upright position.
3. Place valve protection caps on gas cylinders that are in storage or not in use.
4. Do not lift cylinders by the valve protection cap.
5. Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled "Corrosive."
6. Place cylinders on a cradle; sling board, pallet or cylinder basket to hoist them.
7. Do not place cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.
8. Do not use a flame to check for propane cylinder leak, use a leak or monitor detector.

### Use of Cylinder

1. Do not use dented, cracked, or other visibly damaged cylinders.
2. Use only an open ended or adjustable wrench when connecting or disconnecting regulators and fittings.
3. Do not transport cylinders without first removing regulators and replacing the valve protection caps.
4. Close the cylinder valve when work is finished, when the cylinder is empty or at any time, the cylinder is removed.
5. Do not store oxygen cylinders near full gas cylinders such as propane or acetylene or near combustible material such as oil or grease.
6. Stand to the side of the regulator when opening the valve.
7. If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.
8. Do not hoist or transport cylinders by means of magnets or choker slings.
9. Do not use compressed gas to clean the work area, equipment, or yourself.
10. Do not remove the valve wrench from acetylene cylinders while the cylinder is in use.
11. Open compressed gas cylinder valves slowly. Open fully when in use to eliminate possible leakage around the cylinder valve stem.
12. Purge oxygen valves, regulators, and lines before use.

## Torch On Applications

1. "Blow Out" hoses before attaching the torch.
2. Inspect hoses and torches before each use. Replace damaged, burned, worn or leaking parts.
3. Use a pressure gauge on every regulator. Do not use an adjustable regulator with a higher-pressure range than the original regulator that came with the torch.
4. Never face the gauge while opening the cylinder valve.
5. Before lighting a torch, purge the hose, adjust the working pressure, and then use a friction lighter to ignite the gases. Do not use matches or a cigarette lighter.
6. Do not use oil, grease, or other lubricants on the regulator.
7. When shutting off the torch, close the gas cylinder valve first and let the remaining gas burn out of the hose before closing off the torch valve.
8. Never overfill a gas cylinder. It could explode.
9. Use only hoses listed for liquid petroleum (LP) gas.
10. Use soap solution to test for gas leaks before lighting.
11. Visually check and insure that the flow of gas through the regulator is flowing in the proper direction. Directional flow is stamped on the regulator.
12. To keep "frosting" from occurring, increase the size of the bottle or cylinder.
13. Secure propane tanks in an upright position and place them at least 10 feet from the open flame.
14. Keep non-applicators at least 10 feet from the flame.
15. Keep vent in pressure regulator clear at all times.
16. When shutting off the torch, close the propane cylinder valve first and let the remaining gas burn out the hose.
17. Do not leave a lighted torch unattended.
18. Do not heat a cylinder to increase pressure.
19. Place a fire extinguisher near you, but away from the torch and other parts of LP gas equipment, when performing torch operations.
20. Do not lay an operating torch over the edge of a roof.
21. Do not use a towel as a torch stand.
22. Do not lay an operating torch to rest on a gas cylinder. If there is a gas leak in the cylinder area, there could be a fire.

## KETTLEMAN

### General

1. Do not leave kettles or tankers unattended while they are being fired.
2. Take breaks in shaded areas.
3. Do not smoke or eat while performing asphalt work.
4. Stand clear of hot asphalt when it is being dumped out of the kettle.
5. Do not place a pumper or agitator into kettles or tankers.

5/29/03

TO: ALL HOT MOP CREW CHIEFS AND SUPERVISORS

MEMO: APPROVED SET-UP OF KETTLES PER THE FLORIDA FIRE CODE & OSHA

1. KETTLE CANNOT BLOCK ANY ENTRANCES OR EXITS FROM BUILDING.
2. MUST LEAVE 10' OF SPACE ON ONE SIDE IN CASE OF EMERGENCY.
3. THE PERIMETER SHALL BE MARKED OFF BY TRAFFIC CONES OR CAUTION TAPE.
4. TWO FIRE EXTINGUISHERS SET-UP WITHIN 25' OF KETTLE, AT LEAST 20-B/C, TAGGED AND FULLY CHARGED.
5. ALL PROPANE TANKS MUST BE AT LEAST 10' FROM BURNER FLAME.
6. TEMPERATURE GAUGE MUST BE WORKING AND VISIBLE.

## Kettle Operations-Set -Up and Start -Up

Position the kettle carefully in relation to the building and pedestrians

- Try to keep the kettle away from windows, air intakes, and exit doors.
- In the vicinity of an air intake, consider covering the intake with plastic. Remember to alert the building maintenance department before this is done.
- The kettle lid should open away from the building.
- Keep the kettle lid closed whenever you are not loading asphalt so that not as many fumes are released.
- Barricade the kettle area if pedestrians have access to the area.

Position the kettle in the most stable location.

- Locate an area where the ground is level and firm.
- Sand, loose dirt, or uneven ground may allow the kettle to shift and possibly tip or spill.
- Chock the wheels of the kettle to prevent any movement.

Always wear the proper personal protective equipment (PPE)

- Long Pants without cuffs should come over the tops of sturdy work boots. (Other footwear allowed on steep sloped roofs.)  
Long sleeve shirt cuffs should button over the cuffs of appropriate gloves.
- Eye and face protection must be provided by a face shield attached to a hard hat. Safety glasses or goggles under the face shield will provide additional protection.

Be careful and precise when lighting the burners.

- Always read and follow the manufacturers' recommendations.
- Do not use matches or lighters- if the kettle is not equipped with an auto-light feature, then use a spark generator.  
Start the burners slowly, and gradually increase the temperature until asphalt is free flowing around the tubes.  
Make sure that "pull-out" burners are aimed directly down the tubes so that the tubes are not warped or cracked.
- Inspect the connections on the propane tanks and kettles.

Several simple precautions can prevent fires.

- During refueling, shut off engines and do not allow anyone in the area who is smoking.  
Flammable and combustible materials should be kept at least 10 feet away from the kettle.
- Propane tanks need to be upright and secured.
- There should be at least two ABC fire extinguishers in the area- but not stored on the kettle.

## Kettle Operations-

### loading, Fire Prevention and Extinguishing

Add Bitumen and increase kettle temperatures slowly.

- Chop the bitumen into small, manageable chunks and lower them into the kettle carefully.
- Never allow the kettle tubes to be exposed; fires or explosions may result.  
Increase the temperature slowly at the beginning of the shift so that the bitumen closest to the heating tubes does not overheat and spatter.

Make sure the bitumen is kept within its equiviscous temperature (EVT) range at the point of application.

- The best application will occur only when the bitumen is at it's EVT, which is found on the packaging.
- If it gets too hot then there are two dangers. The material will actually become less effective as it degrades, and there is a good chance of fires as the temperature of the material approaches the flash point.  
Insulated pipes and hot luggers will help keep bitumen temperature near its EVT.

Wear proper personal protective equipment (PPE) when operating kettle.

#### Proper PPE Includes:

- A face shield attached to a hard hat, over safety glasses or goggles.
- Leather gloves with snug cuffs.
- A long-sleeved shirt buttoned over the cuffs of the gloves.
- Heavy work boots.
- Long pants without cuffs that come over the tops of the boots.

Know how to putt out fires in case one occurs.

- Close the lid immediately and turn off the burners.
- If closing the lid is not enough pour about an ounce of water into the vent hole and the steam it produces will douse the fire. DO NOT use more than this small amount of water or the kettle may boil over.
- If neither of the above methods work, then use one of the two ABC fire extinguishers that should be nearby.  
Know the telephone number and be prepared to call the Fire Department.

SHEET METAL PERSONNEL

Personal Protective Equipment

1. Do not drill holes or paint your hard hat.
1. Do not wear hard hats that are dented or cracked.
2. Wear the chemical goggles when using, applying or handling chemical liquid or powders from containers labeled "Caustic" or Corrosive."
3. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
4. Wear your earplugs or earmuffs in areas posted "Hearing Protection Required.
5. Wear the face shield over your goggles or safety glasses during open furnace, hot dipping, metal plating, or gas cutting operations.

#### Housekeeping

1. Do not throw scraps of metal, siding scraps, fasteners or any other debris outside the barricaded areas.
2. Use brooms or vacuums equipment to remove metal pieces, chips foam, nails, and other debris from the area.

#### Material Handling

1. Handle all sheet metal with leather gloves, hand leather or gloves with metal inserts. Gauntlet type gloves wristlets will give added protection to wrist and forearms.
2. Bundles of sheet metal shall be handles with power equipment, not by hand.

## Stampers

1. Keep your fingers away from the stamper when making imprints.
2. Use a holder, not your fingers, to hold a stamper.

## Punches

1. Do not use a punch that has a dull blade.
2. Keep the cutting edge of the punch sharp.
3. Do not use punches that have mushroomed heads.
4. Do not use punches that are bent, cracked, or chipped.

## Riveting, Stapling, Nailing

1. Do not throw material from one person to another. Use tag lines and a basket to hoist bolts washers, drift pins, and tools.
2. Do not use your hands to guide a bit into place when riveting or bolting siding or sheet metal.
3. Do not carry nuts, bolts, rivets, or drift pins in your hands or pockets; use the carrying/storing container provided for this purpose.
4. Use a receptacle or a net to catch rivets or bolts that are knocked off or backed out from your work area.
5. Wear impact resistant safety goggles when operating pneumatic tools.
6. Wear safety goggles while riveting.

## Metal Shears

- Do not operate foot or power operated shears if the knife head guard is missing.

## Snips

1. Wear safety glasses or safety goggles when using snips to cut materials.
2. Wear work gloves when cutting materials with snips.
3. Do not use straight cut snips to cut curves.
4. Keep the blade aligned by tightening the nut and bolt on the snips.
5. Do not use snips as a hammer, screwdriver, or pry bar.
6. Engage the locking clip on the snips after use.

## Welding/Cutting/Brazing

### General

1. Obey all signs posted in the welding area.

2. Do not leave oily rags, paper, or other combustible materials in the welding, cutting or brazing area.
3. Use the red hose for gas fuel and the green hose for oxygen.
4. Do not use worn or cracked hoses.
5. Do not use oil, grease or other lubricants on the regulator.
6. "Blow Out" hoses before attaching the torch.
7. Ignite torches with friction lighters only. Do not use a cigarette lighter.
8. Do not wear contact lenses when welding.
9. When welding, wear a welding helmet with fiber plates and lenses, welding gloves, long sleeve shirt, long pants and an apron.
10. Do not change electrodes with bare hands; use dry rubber gloves.
11. "Bleed" oxygen and fuel lines at the end of the work shift.

### Portable Welding Equipment

1. Wear a welding helmet or welding goggles during welding operations.
2. Do not use personal or employee-owned power tools and portable appliances while at work.
3. Do not perform welding tasks while wearing wet cotton gloves or wet leather gloves.
4. Insulated work gloves are required for all welders when using, welding equipment.
5. Do not use welding apparatus if power plug is cut, frayed, split or otherwise visibly damaged or modified.
6. When replacing power plugs and cords of welding apparatus, always check to ensure that the ground wire is connected and the power plug prongs are not worn off, allowing the plug to be inserted backward.

## FALL PROTECTION

The following procedures will be implemented during residential construction roofing (work including roofing removal and new roofing installation) where the roof slope is  $\frac{8}{12}$  or less and the eave to lower level fall distance is 25 feet or less.

1. Roof surfaces shall be inspected for slipping hazards and these hazards shall either be eliminated or effective measures shall be taken to avoid them.
2. Appropriate footwear shall be worn by all workers to reduce slipping potential.
3. When adverse weather (such as high winds or rain) is creating a hazardous condition, roofing operations shall be suspended until the hazardous conditions no longer exist.
4. Damaged portions of the roof deck shall be repaired as soon as practicable and any holes (including skylight openings) or other areas where workers would not have safe footing shall be covered.
5. Workers shall be protected by a safety monitoring system in which a competent person monitors the safety of all employees in a roofing crew and warns them when it appears to the monitor that they are unaware of the hazard or acting in an unsafe manner. A safety monitoring system must be used only on roofs where the slope is  $\frac{4}{12}$  or less or where tile or metal roofing is being installed, the slope is  $\frac{8}{12}$  or less.
6. Workers shall not ascend or descend on the roof's slope within 6 feet of the rake edge (CAZ zone) except where such a limit on movement would prevent the performance of work. This area must be marked by a painted warning line, which surrounds all sides of the work areas and is 6 feet from the roof edge.
7. Supplies and materials shall not be stored within six feet of the rake edge or three feet where tile roof systems are being installed. This is the CAZ zone (controlled access zone.)
8. The area below the eaves and rakes shall be kept clear of material and other objects which could cause impalement or they shall be properly guarded.

On roofs with slopes greater than  $\frac{8}{12}$  and on roofs with slopes greater than  $\frac{4}{12}$  where the eave to lower level fall distance is more than 25 feet, workers shall use personal fall arrest systems.

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Employee Signature

Date