

# Company Safety Policy

Safety is No...



# Safety Policy Statement

---

It is the policy of the Company that all work will be performed in a safe manner and it is our intent to provide the safest working environment in the industry. Further, it is a commitment of the Company to comply with all federal and state Occupational Safety & Health Act (OSHA) regulations.

It is the responsibility of all managers and supervisors to ensure that all activities under their control are performed in a safe manner and in an environment conducive to safe operations. The Company Safety Director has total authority regarding all safety issues and will oversee the entire safety program by working with the managers and supervisors. The Company Safety Director will report directly to the President of the Company.

It is a condition of employment for all employees to follow all safety rules and directives. Further, they will use the personal protective equipment described in the safety policy and immediately report any unsafe working conditions or situations.

## **Contents of the Safety Policy**

- Safety and Use of Company Vehicles Policy
- Hazardous Material Communication Program
- Training Program
- Hazardous Communication Commonly Asked Questions And Answers
- In Case of a Chemical Emergency
- Multi-Employer Work Sites
- Additional Information
- General Safety Policy
- Assured Equipment Grounding Conductor Program
- Asbestos Safety Policy
- Asbestos Roofing Safety: An Authorized-Person Training Program
- Fall Protection Policy
- Lock-Out/Tagout Program
- Fire Prevention and Protection
- Fire Alarm Procedure

## **Safety and Use of Company Vehicles Policy**

---

### **General:**

Company vehicles are readily identifiable. When properly maintained and courteously driven, they provide excellent advertising. Dirty vehicles or those driven without consideration for others present an image of a sloppy company which probably does sloppy work and does not have much consideration for its customers. In using Company vehicles, always remember that a Company vehicle represents the Company to the community. All employees authorized to drive Company vehicles must adhere to the following regulations:

- A. Except for purposes of Company business, Company vehicles will never be parked in front, at either side, or behind any establishment that sells alcoholic beverages as its principal business.
1. At no time, under any condition, will open alcoholic beverages or illegal drugs be transported in a Company vehicle.
  2. Employees will not operate Company vehicles when intoxicated or after the consumption of non-prescribed drugs.
  3. When taking prescribed medication, employees will make certain their driving abilities are not impaired.
  4. Speed regulations will be observed at all times.
  5. All other traffic regulations such as stop lights, signs, etc. will be observed. No one will ever try to beat the yellow light.
  6. Drive defensively. When the light changes, look both ways before proceeding. If the other driver has missed the yellow and is driving through the intersection on the red, let him/her have your right of way.
  7. Seat belts will be worn, by all occupants, at all times a Company vehicle is in operation.
  8. In addition to observing all traffic laws, common sense safety rules should prevail. For example, speed must be reduced below posted limits in adverse weather. Any employee driving a Company vehicle carelessly or recklessly is subject to disciplinary action, up to and including discharge.
  9. Vehicle inspections will be performed periodically by management. However, each operator is responsible for:
    - a) Arranging to take care of dangerous defects immediately; arrangements for correction of other defects will be made for a convenient time.
    - b) Ensuring that his/her vehicle has:
      - Current inspection sticker and license plates, and proof of insurance.
      - Tires properly inflated, and water, oil fluids and fuel at proper levels.
      - A wash job once a week (weather permitting).
1. Bumper stickers are not allowed on Company vehicles.
  2. Under no circumstances are keys to be left in an unattended Company vehicle.

3. It is the driver's responsibility to be sure the tailgate is secured and that any materials or trash are covered with a tarp to prevent anything blowing off the truck.
4. In the event of an accident, it is the driver's responsibility to immediately contact the office, to follow the procedures on the accident form and fill out the required information.

### **Use Of Company Vehicles During Work Hours**

- A. Vehicles may be used only if assigned by a supervisor and only for the purpose assigned.
- B. No passengers are allowed in vehicles except customers, fellow employees or subcontractors.

### **Personal Use Of Company Vehicles**

- A. Due to the nature of the company's business, certain employees are assigned vehicles with which they commute between their homes and the office. Because space is limited at the company's office, we are unable to provide sufficient parking for employees to bring their own vehicles and switch to their assigned company vehicle. In addition, the company requires certain employees to use its vehicles so the necessary ladders, equipment, samples, etc., are available for use, even when our warehouse is closed. In keeping with the Internal Revenue Service regulations, these employees will have reported, as additional compensation, the commuting value for the personal use of the vehicle, at the rate of \$3.00 per day. This amount will be reported on the employee's year-end W-2.
- B. Employees driving company vehicles are not authorized personal use of the vehicle. However, there may be occasions where incidental personal use is necessary. Such use shall not be considered a violation of the policy that personal use be limited to commuting.
- C. The company requires that no personal items, other than incidentals, be stored in the vehicle. The vehicle is to be locked each night and work articles are to be stored when possible in the lock box, trunk, or tool box, if one is installed on that vehicle.
- D. Only company employees are authorized to drive company vehicles. Violation of this policy will result in disciplinary action, up to and including possible discharge.
- E. Abuse of the privilege for Limited Personal Use will result in disciplinary action, up to and including possible discharge.

### **Defensive Driving Courses**

All company employees who drive company vehicles or their own vehicles on company business are required to take a defensive driving course on an annual basis. Hourly waged personnel will be paid for time required to attend the course. Arrangements for the course will be made by the Safety Director.

### **Hazardous Material Communication Program**

---

The Company has developed a comprehensive program to comply with the OSHA Hazard Communications Standard, 29 CFR 11910, 1200. The parts of this program not contained in this handbook are available for review by all employees at the main Company office.

Federal law requires the Company to ensure that each container of hazardous chemicals in the workplace is labeled, tagged or marked with the identity of the hazardous chemical(s) contained therein, along with appropriate hazard warnings and the name and address of the manufacturer, importer, or other responsible party.

1. The Warehouse Superintendent will ensure that incoming containers of hazardous chemicals are properly labeled, tagged or marked by the manufacturer, importer or distributor and that the containers remain so labeled. The Warehouse Superintendent will request that each distributor or manufacturer send updated label information if any information on current labels changes. If a container is not properly labeled, the Warehouse Superintendent will immediately request the missing information from the supplier. It is Company policy that no one shall remove or deface existing labels on incoming containers of hazardous chemicals.
2. Signs, cards, process sheets, receiving tickets, operating procedures or other such written materials are used when appropriate to inform employees of hazardous chemicals contained in individual containers. These warnings will identify the containers to which they apply and the hazardous chemical(s) contained therein, and will provide appropriate hazard warnings.
3. Portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer, will not be labeled separately.
4. If hazardous chemicals are transferred into unlabeled containers other than the portable containers described in paragraph (3), the Company will properly label the containers into which the chemicals are transferred.
5. All labels or other forms of warnings will be legible, in English, and prominently displayed on the container or readily available in the work area throughout each work day.
6. If existing labels already convey the required information, the Company will not affix new labels.
7. Pipes, piping, kettles, and other related equipment items will not be labeled.
8. The Safety Director will ensure a notebook containing material safety data sheets (MSDS forms) for each hazardous chemical in the workplace will be readily accessible during each work day.
9. Since employees work at various work sites for short periods of time and sometimes must travel between workplaces during the work shift, the regulation permits the Company to keep MSDS forms at a central location (5039 West Avenue, San Antonio, TX). If at any time an emergency should arise, an employee is to contact the office immediately, so the required information can be obtained to help the injured employee. The safety director can also be paged at 800-611-2650.
10. It is the Company's policy not to use a hazardous chemical for which no MSDS has been received. Copies of MSDS forms will be maintained by the Safety Director. If any employee is required to perform a hazardous non-routine task, he/she will be trained about hazardous

chemicals to which he/she may be exposed prior to starting the task. New employees are trained prior to initial assignment. A copy of the Company training program follows the listing of MSDS forms.

The listing of MSDS forms that can easily be located in the book's table of contents are as follows:

**A. Built up Roofing**

- |  |  |
|--|--|
| 1. AB-20   | 26. OCF - Petroleum Asphalt - Cutbacks with Naptha       |
| 2. Aluminum Roof Coating                         | 27. OCF - Petroleum Asphalt - Except Cutbacks            |
| 3. APP Products                                  | 28. OCF - Petroleum Asphalt with mineral spirit cutbacks |
| 4. Aqua Patch Cement                             | 29. OCF - Polyester Resin Products                       |
| 5. Asphalts and Primers                          | 30. OCF - Wood Fiber Products                            |
| 6. Bestile Cement                                | 31. Perlite Insulation                                   |
| 7. Black Plastic Cement                          | 32. Permalite Roof Insulation                            |
| 8. Cant Strips                                   | 33. Phenolic Insulation                                  |
| 9. Cold Application Cement                       | 34. Pitch and Bitumen                                    |
| 10. Composite Insulation                         | 35. Ply IV Felts   |
| 11. Duplex Cement                                | 36. Polyester Felts                                      |
| 12. Extruded Insulation                          | 37. Roof and Foundation Coating                          |
| 13. Glass Base Sheet                             | 38. Roof Insulating Board                                |
| 14. Glass Ply Premier                            | 39. SBS Flashings  |
| 15. Hyload 150e                                  | 40. Single Tab Cement                                    |
| 16. Industrial Roof Cement                       | 41. SPM Metal Primer                                     |
| 17. KWIK-SET CEMENT                              | 42. Tamko Products                                       |
| 18. LUCAS #'s 010, 011, 212, 015                 | 43. Tarred Felts   |
| 19. LUCAS # 071 and # 079                        | 44. Topguard B,C,F                                       |
| 20. LUCAS # 300's                                | 45. Tremco Products                                      |
| 21. LUCAS # 501                                  | 46. Ultra Guard Insulation                               |
| 22. Mineral Spirits                              | 47. Vensulation Felt                                     |
| 23. OCF - Fiberglass Insulation Products         | 48. Walkboards   |
| 24. OCF - Fiberglass Textiles and Reinforcements |  |
| 25. OCF - Gelcoat                                |  |

**B. Single Ply Roofing:**

- |                               |                                 |
|-------------------------------|---------------------------------|
| 1. Bonding Cement             | 10. Sodium Hydroxide            |
| 2. Dow Styrofoam Lightguard   | 11. Splicing Cement             |
| 3. Durolast-PVC EPDM          | 12. SPM Hypalon Coating         |
| 4. Firestone Book             | 13. SPM Metal Primer            |
| 5. Hi-Tuff Sealant            | 14. SPM Peel and Stick Products |
| 6. Stevens-Hi-Tuff            | 15. SPM Tape Primer             |
| 7. Lap Sealant                | 16. Surebond Sealant            |
| 8. Seal Dry                   | 17. Uncured EPDM Flashing       |
| 9. Single Ply Membrane Sheets | 18. Uncured Neoprene Flashing   |
|                               | 19. Vulkem 116                  |

**C. Miscellaneous:**

- |                         |               |
|-------------------------|---------------|
| 1. Ammonium Hydroxide   | 4. Chem-Elast |
| 2. Bench Grinding Wheel | 5. Diesel     |
| 3. Calcium Salts        | 6. Dow        |

7. Epoxy Compound
8. Ethylene Glycol
9. Expand-D-Flash Adhesive
10. Fiber Glass Mats
11. Flux
12. Foam
13. Gasoline
14. Grip Disc Abrasive Pad
15. Hilti Spray Lubricant
16. Industrial Enamel
17. Kerosene
18. Liquid Paper
19. MEK - Methel Ethyl Keytone
20. Metals
21. Naptha
22. Neogard
23. Paint
24. Permastick
25. Petroleum Lubricant-Kondition
26. Polychloroprene - Royal Adhesive
27. Propane Gas
28. Richcoat Carpenter
29. Roofing Accessories - Drains, Vents,  
Fasteners
30. Safety Boosters
31. Silicone Sealant Caulking
32. Solvent H-237
33. Steel Deck
34. Teflex Aerosol
35. Top Coat
36. Unfinished Plywood/Pre-finished  
Hardwood
37. United Coatings
38. UREA and Form Adehyde Bonded  
Wood Products
39. Wood Dust - Wood Products
40. Xylene
41. Zep Solvents

## **Training Program**

---

The Company has developed a comprehensive training program to provide employee information and comply with the provisions of the OSHA Hazard Communication Standard, 29 CFR 1910.1200. Employee training takes place at time of employment, at safety meetings, and whenever the hazards change or a new chemical is introduced into the workplace. The Safety Director is responsible for providing training to all field and warehouse employees as well as the Roofing Production Manager and all superintendents. Superintendents will supplement training for field and warehouse employees as necessary. Questions and requests should be directed toward the Safety Director during formal meetings or to superintendents on a day-to-day basis. To help employees better understand the Hazard Communication Standard, on the following page the Company will attempt to answer many of the questions anticipated that an employee might have. If an employee needs further information, or would like a copy of the standard itself, please contact the Safety Director.

## **Hazardous Communication Commonly Asked Questions and Answers**

---

### ***I. How do employees protect themselves from hazards in the workplace?***

This is why the Company is providing employees with training. The Company's training program includes:

- A. How employees can protect themselves from the hazards.
- B. Company procedures to protect employees.
- C. How to detect the presence of a chemical.
- D. Potential physical and health effects of the chemicals.
- E. First aid procedures and what to do in an emergency.
- F. How to read labels.
- G. How to read material safety data sheets (MSDS forms).

### ***II. How do employees get more information?***

The Safety Director is in charge of employee training. The hazard communication program and additional information is available for employees' review at the Company's central location.

### ***III. What are employee's rights under this law?***

Basically, employee's rights are that they have access to information regarding any of the potentially hazardous chemicals that exist in the workplace. If, at any time, employees have any questions or need information regarding any of the products that they handle, they should contact their supervisor. It is much better to ask questions initially, than to wait until there is a problem.

### ***IV. What is the Hazard Communication Standard?***

The Hazard Communication Standard was written by the Occupational Safety and Health Administration (OSHA) and has been updated to include the construction industry. The purpose of the standard is to ensure that the chemical hazards are evaluated, the information concerning such hazards is evaluated, and the information concerning such hazards is forwarded to both employers and employees. In order to accomplish this, the Company has developed a comprehensive hazard communication program which will inform employees (1) of the chemical hazards in the workplace and (2) where material safety data sheets and a list of hazardous chemicals used are available. Employees may review MSDS forms and the list of hazardous chemicals upon request.

### ***V. What kind of hazardous chemicals might employees encounter?***

As employees probably know, there are numerous products that contain chemicals which may be hazardous. Manufacturers provide information regarding these hazards which the Company communicates to employees through this hazard communication program. Hazardous products generally are those that are flammable or combustible, compressed gas (LP gas, regular and unleaded gas, etc.) and toxins (dusts, fumes, irritants, etc.).

The container label and MSDS forms provide detailed information regarding hazards of these types of products.

## **In Case of a Chemical Emergency**

---

1. Contact the office at (210) 341-3100 (San Antonio) or 1+800-688-7663.
2. Tell the receptionist there is a chemical emergency.
3. Ask receptionist to contact Safety Director (or the appropriate immediate supervisor).
4. Ask the Safety Director (or Director of Operations, if Safety Director is not available) to get the MSDS safety book located in the Safety Director's office. The Safety Director (or Director of Operations) will instruct the employee as to what he/she needs to do next.

## **Multi-Employer Work Sites**

---

Any employee working for another contractor who enters work areas where chemicals used by the Company are stored, handled or used, may request a copy of any or all material safety data sheets. The Company project foreman should also inform site contractors of the labeling system used by the Company, the protective measures to be taken, and the safe handling procedures to be used. At this time contractors are to be notified of the location and availability of MSDSs. Each contractor who stores, handles or uses hazardous chemicals close to the Company's work areas must make available, upon request, copies of all MSDS, labeling information and the precautionary measures to be taken in working with these chemicals.

## **Additional Information**

---

All employees, or their designated representatives, can obtain further information on this written program, the Hazard Communication Standard, applicable MSDSs and chemical lists at the Company office:

5039 West Avenue  
San Antonio, TX 78213  
(210) 341-3100

## General Safety Policy

---

### I. Yard Safety

- A. Materials shall be properly stored and stacked.
- B. Vehicles supported by jacks shall have protective blocking whenever being worked under.
- C. All stairways and landings shall have proper railings.
- D. Fire extinguishers shall be properly filled, easily accessible and clearly marked.
- E. No smoking shall be allowed in the yard or warehouse areas.
- F. Motorized vehicles shall have guidance from an employee outside the vehicle while backing up.
- G. Trash and debris shall be stored in proper containers.
- H. Hard hats shall be worn by all personnel in areas designated as "Hard Hat Areas" in the proper manner, with bill to front.
- I. Seat belts are to be worn while operating forklifts.
- J. Employees shall not ride on forks of forklifts or on top of loads being moved by the forklifts.
- K. Forklifts shall not normally be operated on public roadways. If the occasion requires such usage, special permission must be obtained from the Safety Director. If such permission is granted, the forklift must be preceded by a truck with its flashers on and followed by a flagman.
- L. Employees must not stand between trucks and kettles or trailers when truck is backing up to the kettle or trailer. Employees should stand to the side of the truck and give the driver signals.
- M. Vehicles shall always be operated at extremely low rates of speed when in the yard area.
- N. Propane shall only be pumped by properly trained yard personnel, and gloves must be worn at all times.
- O. All employees working in the yard must wear approved safety glasses.

### II. First Aid Procedures

Due to the potential exposure to blood borne diseases during first aid treatment, the following procedures shall be followed by all personnel:

- A. In addition to the regular first-aid supplies, each first-aid kit will be supplied with disposable rubber gloves and Zip-loc storage bags for disposing blood soiled materials.
- B. Employees administering first aid for a bleeding injury should wear rubber gloves whenever possible. Additionally, all blood soiled materials should be promptly sealed in a Zip-loc storage bag and disposed of in a dumpster. Avoid disposing medical waste in a wastebasket.

### III. Roofing Job Site Safety

- A. The job site shall be clean of debris, with particular attention given to the paths of the workmen.
- B. Appropriate, operable fire extinguisher(s) shall be on the job and accessible both to the kettle and the roof top.
- C. Ladders shall comply with OSHA standards, be in good working condition (damaged or broken ladders shall not be used), be fastened when they are in place and be on a firm base. They shall extend 36 inches above the roof or parapet, and the base shall be placed at a distance from the building of one-fourth (1/4) the height of the building wall. Ladders are to be used exclusively for transportation of persons - one person at a time. Extreme caution should be taken to avoid contact of ladders with electrical lines, placing ladders so employees would be in close proximity to electrical lines or placing the ladders within ten (10) feet of a transformer from which electricity can arc.
- D. When ascending or descending a ladder, the user must face the ladder.

- E. Each employee must use at least one hand to grasp the ladder when progressing up or down the ladder.
- F. Employees may not carry any objects or loads that could cause them to lose their balance and fall.
- G. A first aid kit along with a current list of emergency phone numbers shall be on the job at all times. Employees shall be informed of the location of the kit.
- H. Flammables shall be kept only in U.L. of F.M. listed safety cans. Other liquids shall be kept in clearly marked containers.
- I. Water containers shall be available with sanitary drinking facilities for each man.
- J. Kettles shall have proper fitting lids, be kept in good condition and be equipped with gauges in good working condition.
- K. Kettle temperatures shall be kept below the bitumen flash point. Loading and handling of bitumens and operation of heating equipment shall be done in accordance with manufacturer's recommendations. Bitumen weighing more than one hundred (100) pounds per carton shall be cut up before being placed in kettle.
- L. Propane tanks shall be located a minimum of twenty-five (25) feet away from the kettle and never closer than ten (10) feet to a building. Propane tanks should not be laid on their side or turned upside down. Propane tanks should have protective collars and stands attached to them. A minimum of two (2) people should handle a full one hundred (100) pound bottle and bottles should never be dropped or thrown under any circumstances. Never attempt to heat up a "frozen" bottle with a torch or burner.
- M. An employee shall never direct burner toward fuel tank, hose, or flammable materials.
- N. Pipes through which bitumen is pumped from the kettle to the roof shall be covered by an outer sleeve to protect people and/or property from a possible break or leak in the pipe.
- O. All tools and equipment shall be in safe and serviceable condition and shall be inspected periodically.
- P. All equipment with moving parts shall be operated with guards in place, except for operations where it is impossible or impractical to produce the desired product with the guards in place.
- Q. No type of motorized equipment shall be repaired while it is in operation, and shall not be operated within six (6) feet of the edge of the roof.
- R. All electrical equipment and extension cords shall be equipped with a ground wire. Electrical cords shall be a minimum of fourteen (14) gauge and shall be carried in special compartments in the bed of the truck or in the cab of the truck.
- S. Felt should never be used to cover an opening in the roof. Felt should be immediately cut back so the opening can be clearly seen. Open holes should be protected by barricades or some other warning device. If plywood is used, it must be secured and marked.
- T. When removing plywood which may be on the roof, it should always be set on its side before being moved so that the area below it can be seen. Many times, there are open holes below the plywood.
- U. Perimeter protection on sloped roofs:
  - 1. Up to 7/12 - No perimeter protection required.
  - 2. Steeper than 7/12.
    - a) Eaves guards shall be used, consisting of planks supported by metal brackets. The eaves guards shall be adjusted so that the plank is perpendicular to the roof. Each plank shall be supported by a minimum of three (3) brackets with a seven (7) foot maximum span between brackets; or
    - b) Roofers shall use safety belts and lifelines.
- V. Perimeter protection on flat roofs:

1. Materials handling areas:
    - a) Employees in roof edge materials handling areas shall be protected by use of a safety belt and a lifeline or guardrails at the work areas.
    - b) Where lifelines are used, they shall be rigged to allow movement only to the roof edge.
    - c) Lifelines shall not be attached to hoists.
    - d) Where guardrails are used at bitumen pipe outlets, the pipe shall be positioned so that a minimum of four (4) feet of guardrail extends on both sides of the pipe.
    - e) Where guardrails are used at hoisting areas, a minimum of four (4) feet shall be erected on each side of the hoist.
    - f) A chain or gate shall be placed across the opening between the guardrail section when actual pumping or hoisting is not taking place.
  2. Flat roof operations with a warning line:
    - a) Except in cases where the roof or any part of the roof is of such small size that a warning line would not be necessary or appropriate, a warning line system shall be used when the scope of the day's roofing work will expose employees to the roof perimeter. This warning line system shall be used for the purpose of providing warning to employees engaged in roofing application work when they approach the roof perimeter.
    - b) The warning line shall consist of stanchions and any rope, wire, or similar device, rigged and supported in which a way that its lowest point is not less than thirty-five (35) inches from the roof deck and its highest point is not greater than forty-five (45) inches from the deck; or any system which would provide equivalent protection to employees.
    - c) The warning line shall be erected not less than six (6) feet from the edge of the roof.
    - d) The warning line shall be erected either around the complete perimeter of the roof or only in areas of the roof where work is being accomplished, so long as the warning line is moved as the work progresses in such a manner as to provide continuous warning to employees in the work area when they approach the roof edge.
    - e) Perimeter warning lines shall be extended to the edge of the roof at ladder and material handling areas in order to form a path to the edge.
    - f) Materials or equipment shall not be stored outside the warning line.
    - g) Application of materials outside the warning line shall be accomplished under the direct supervision of the job site crew chief and/or superintendent.
    - h) The crew chief and/or superintendent shall ensure that roofing operations outside the warning line are accomplished in minimum time, with minimal exposure to the roof edge and with due regard for the experience and abilities of the workmen.
  3. Roofing operations on flat roofs on which a warning line is not required:
    - a) Application of materials shall be accomplished under the direct supervision of the job site crew chief and/or superintendent.
    - b) The supervisor shall assure that roofing operations are accomplished in a minimal time on the roof deck, with minimal exposure to the roof edge, and with due regard for the experience and abilities of the workmen.
  4. No additional perimeter protection shall be required on any roof or part thereof containing a parapet wall or other similar barrier at the roof perimeter at least thirty-six (36) inches high.
- W. Employees shall be on alert for hazards caused by other trades and shall immediately report any such hazards to their supervisor. Severe hazards shall be corrected before work continues in the roofer's work area.
- X. Hoisting equipment:
1. Materials hoisting equipment shall not be used for transportation of people.
  2. Usable construction material shall not be used as counterweights.

3. Hoisting equipment shall be inspected weekly by a mechanic or a supervisor.
  4. In use hoisting equipment shall be inspected daily by a supervisor.
  5. Conveyors shall be used only for transporting of materials. They shall never be used to transport people or equipment.
- Y. Sweeping should always be done in a downwind direction.
- Z. Kettles and trucks should always have wheel stops when they are parked.
- AA. All spray applications (foam, elastomeric coating, aluminum coating, paint, etc.) shall be accomplished with the spray going in a downwind direction and with a protective barrier placed immediately downwind of the spray operations. Spraying shall not be done anytime wind speeds exceed ten (10) MPH.

#### IV. Roofing Personal Safety

- A. Long-sleeved shirts shall be worn at all times with sleeves down and fronts buttoned. All new employees will be required to wear a heavy long sleeve shirt prior to being issued uniforms. A sample of the type of shirt required can be seen at the supply room. Any employee showing up for work without the proper type of shirt will be sent home until one can be obtained.
- B. Laced, high-top work boots without hooks shall be worn at all times, except when working on roofs steeper than 3/12 or when applying special roofing requiring other types of shoes. On roofs steeper than 3/12, skid resistant shoes shall be worn.
- C. Straight-legged, full-length, cuffless pants shall be worn outside boots.
- D. Hard hats shall be worn at all times in the proper manner, with bill to front, when an employee is on the job site. The only exceptions are when an employee is kneeling at the roof edge or working in a very confined area. In these cases, the hard hat may be removed but must be kept within easy reach to be used as soon as the employee finishes work in that area.
- E. Gloves shall be worn at all times. Gloves shall have snug-fitting cuffs and shall extend up under shirt sleeves. Gloves for hot crews shall all have wrist wraps attached for added protection. For specialized work other, more appropriate gloves may be worn.
- F. A face shield shall be used by Kettleman when loading or when withdrawing bitumen.
- G. Approved safety glasses with side shields shall be worn at all times. Some jobs will require the use of goggles or a face shield in lieu of or in addition to the safety glasses.
- H. Knives shall either be carried in protective holders or with blades in a retracted position.
- I. While trucks are moving, employees in the back of open trucks shall sit on benches built into the trucks and shall have a chain seat belt fastened.
- J. All field and yard employees shall wear back supports at all times.
- K. All field employees shall have safety belts available at all times. When appropriate, belts shall be put on and connected to a stationary object.
- L. The four rules for safe lifting shall always be observed:
1. Lift with your legs, not your back (bend knees, straight back).
  2. Obtain help with heavy loads.
  3. Lift with the load close to your body.
  4. Do not twist with a load, but always turn your entire body.
- M. Employees shall maintain personal hygiene.
- N. Special Procedures for Coal Tar Pitch Jobs:
1. Pre-Job Procedures

- a) Safety Director will be notified two or three days in advance of job start date.
- b) At or before start date, Safety Director will convene a meeting with the job superintendent and all crew members to discuss the dangers of coal tar pitch, safety data, safety labels and all control measures to be used in order to minimize those dangers. Additionally, there will be a discussion of manufacturer's requirements and suggested precautions for pitch installation.

2. Job Procedures

- a) All employees will wear the proper equipment: heavy, long sleeve shirt; face sock; safety glasses; gloves and a dust mask for any tear off work. Additionally, face cream will be used to help protect from U.V. rays.
- b) The area of tear off will be constantly wet down with a fine spray of water to minimize dust.
- c) Not shaving will minimize facial skin irritation.
- d) All employees should avoid prolonged breathing of fumes and smoke.
- e) Kettlemen will be required to wear a respirator.

V. Estimator Safety

A. Placing of ladders:

- 1. Ladders must be secured at both the top and bottom and must extend a minimum of 36" above landing or roof and be placed at the proper angle. The base shall be placed at a distance from the building 1/4 the height of the wall.
- 2. Offsets generally offer additional protection.
- 3. Vents or outside wall pipes can be grabbed in getting off ladder. Do not grab anything without first testing it for strength. Holding on to something overhead increases the safety factor.
- 4. Parapet walls are safer than open eaves for getting on and off roofs.
- 5. Placing ladders on grass is the safest procedure. If possible, dig bottom of ladder into ground.
- 6. Avoid the following in placement of ladders:
  - a) Electrical wires (it is extremely important to avoid contact between ladders and electrical lines. Also, ladders should be placed so that estimator is not in close proximity to electrical lines at any time).
  - b) Tile porches - usually waxed.
  - c) Smooth finish or painted concrete.
  - d) Oil slicks on driveways.
  - e) Corrugated iron roofs (split levels).
  - f) Mud or dirt (scrape off).
  - g) Tree limbs or branches that protrude through rungs of ladders
  - h) Transformers - power will jump ten (10) feet.
  - i) Going out with two-story ladder unless helper knows how to handle the ladder.

B. Climbing ladders:

- 1. Measure pitch to avoid getting caught on a roof too steep.

2. Acorns, twigs, and other debris should be brushed aside with hands to avoid slipping when taking first step off ladder.
3. Piles of leaves should be brushed aside so any dangers can be foreseen before stepping on the roof.
4. On composition roofs, check with hands for loose granules. Pull on tabs all around ladder to make sure they will not break when stepped upon.
5. Corrugated metal roofs may have plastic skylights which cannot be seen from the roof top. Check inside to see if any exist and, if so, stay off them.
6. Stay off any roofs 7/12 or steeper. Stay off any two story roofs 6/12 or steeper.
7. Stay off all steep, wet roofs and, regardless of pitch, stay off wet wood, tile, asbestos and any other smooth surfaces.
8. Roofs still be accurately measured even if the estimator cannot actually be on them. The number of layers can be checked, the pitch can be obtained, overhangs can be measured, courses can be counted, and accurate roof plans can be drawn. It just takes a little longer!
9. Measuring devices, etc. will be carried in a back pack so both hands are free while climbing or descending a ladder.

To sum up, the previous simply outlines some of the hazards in roof estimating. The greatest safety factors are common sense, good judgment and full realization that getting on any roof can be dangerous. If an estimator considers a roof dangerous, he/she should stay off it and get his/her job done by taking a little more time from the ground.

- C. A dust mask shall be worn in the following instances:
  1. When installing or handling fiberglass-type insulation.
  2. When tearing out or removing an old ceiling.
  3. When spraying paint (including spray-can type paint).
  4. In any dust-laden air area.
- D. No smoking is allowed on the job site or when using flammable materials, for example:
  1. Lacquer thinner
  2. Paint thinner
  3. Kerosene
  4. Contact cement
- E. Only certified operators are to use power-actuated tools.

## VI. Respirators

### A. General

This procedure establishes the minimum acceptable standards required whenever respirators are used or made available for use.

B. Definition

A respirator is any device worn by a person to reduce the inhalation of airborne contaminants. The respirators Company employees may be required to use are the disposable dust mask type, or half mask dual cartridge respirators.

C. General

1. Engineering controls will be the primary consideration in the reduction of airborne contaminants.
2. When engineering controls are not feasible, respirators will be worn:
  - a) When the concentrations of airborne dust contaminants are unknown, but obviously a hazard.
  - b) When deemed appropriate by a supervisor or the Safety Director.

D. Medical Screening

1. Prior to assigning personnel to tasks requiring the use of respirators, employees will be sent to a clinic for a medical screening. This should include a pulmonary function/vital capacity check.
2. Employees not capable of wearing a respirator will not be assigned to such work.
3. Medical status of each employee in the respirator program will be reviewed and updated periodically.

E. Fit Testing

1. All employees required to use respirators will be fit tested by a qualified person or company.
2. Respirators will be checked by a qualified person any time a respirator is worn.
3. Records pertaining to fit testing will be maintained at the Company office.

F. Respirator Use Instructions

1. Respirators will be issued only to those employees who have been properly trained to use the specific type of respirator to be worn.
2. All employees whose job assignments require the use of respirators will be given respirator training prior to first contaminant exposure.
  - a) Retraining will be performed annually on each type respirator worn.
  - b) Training records will be maintained at the Company office.
3. Half mask dual cartridge respirators equipped with particulate filters and disposable type masks only remove dusts and mists from the air. They are not designed to be used for protection against fumes, gases, vapors or in low oxygen atmospheres.
4. Dust respirators of any type should be replaced when increased breathing resistance is detected by the user.
5. An individual wearing a respirator will be clean shaven in the area of the face-piece seal.

G. Respirator Inspection:

1. Half mask dual cartridge respirators will be inspected by the user before and after each use.
2. Inspection Procedure:
  - a) Examine the face piece for:
    - (1) Excessive dirt
    - (2) Cracks, tears, holes, or distortion inflexibility

- (3) Cracked or broken air purifying element holders and badly worn threads.
  - b) Examine head straps for:
    - (1) Breaks
    - (2) Loss of elasticity
    - (3) Broken, missing or malfunctioning buckles
  - c) Examine the exhalation valve for:
    - (1) Foreign material
    - (2) Cracks, tears
    - (3) Missing or defective valve cover
  - d) Examine cartridges for:
    - (1) Correct cartridge for hazard present
    - (2) Correct installation
- H. Clearing Respirators:
  - 1. Respirators used by one individual will be cleaned after each day's use.
    - a) Washing - the respirator will be disassembled and washed.
    - b) Rinsing - the respirator will be rinsed in clean water. This is important to prevent dermatitis.
    - c) Drying - drain and dry on a clean surface. Once dry, the respirator should be inspected and placed in its plastic bag or storage box.
- I. Maintenance of Respirators:
  - 1. Only approved manufacturers replacement parts will be used. Do not swap parts from one manufacturer to another.

## VII. Auto Accident Reporting Policy

In the event of an auto accident in either a Beldon Roofing and Remodeling vehicle or in a personal car while on authorized Beldon Roofing and Remodeling business. The following procedure will be followed.

- A. Notify the Company Safety Director at 366-6940 as soon as practicably possible after the accident, and if at all possible before law enforcement authorities arrive.
- B. If the Safety Director is out of town, the Director of Operations should be notified at 366-6955 and he will conduct the investigation and give the opposing parties involved the necessary information.
- C. Advise the opposing driver that company officials have been notified, and that all questions and request of information should be directed to them.
- D. Due to insurance and legal ramifications, no liability as to fault or assumption of financial responsibility is to be admitted by the Beldon driver. All questions involving liability are to be referred to the Safety Director.

## **Assured Equipment Grounding Conductor Program**

---

This procedure provides a standard method for implementing and maintaining an Assured Equipment Grounding Conductor Program for all remodeling, roofing, roofing repair and maintenance operations.

### 1. Inspection

Temporary electrical equipment, except cords and receptacles which are part of the permanent wiring of the building or structure, must be inspected for visible damage and defects before beginning work each day. Any equipment found to be defective must be taken out of service until repaired, tested and proven acceptable. All electrical tools, cords and equipment will be inspected on a quarterly basis by the Safety Director, or person(s)

trained and authorized by the Safety Director. All inspection and test results will be recorded on the equipment color code inspection form. The checklist must indicate which equipment passed or failed the test, date tested and the quarter for which it was tested.

## 2. Testing

Two tests required to ensure the safe condition of the equipment grounding conductor are the continuity test and the ground conductor test. Both tests are required in the following situations:

- Before the first use of new equipment
- If any damage is suspected
- After any repair
- At three month intervals

The continuity test must be performed on all the following to ascertain electrical continuity:

- Cord sets
- Cord and plug connected equipment
- Receptacles (not part of permanent wiring)

The ground conductor test must be performed to ascertain that the equipment grounding conductor is connected to its proper terminal on receptacles and plugs.

Testing by designated competent persons as follows: (visual inspection of all tools and extension cords will be performed daily by the crew chief or a supervisor):

- Plugs in to show if terminals are correctly connected to ground and if wire is continuous (without breaks).
- Checks if ground is continuous from metal (a) through cord to third prong (b).
- Also touch tester contact to (c) then (d) prongs to detect possible ground fault.

## **Asbestos Safety Policy**

---

The following Safety Policy concerning the treatment of Asbestos Containing Roofing Material (ACRM) will be strictly followed by Beldon personnel whenever a roofing job is known to contain ACRM. For purposes of this policy, only incidental ACRM will be dealt with in detail, since all other instances of ACRM will fall under the Asbestos Abatement OSHA Regulations, and therefore, will be treated as a hazardous material to be dealt only with properly trained and equipped Abatement Personnel outside of Beldon Roofing & Remodeling Co.

1. The Safety Director will be notified at least three (3) days prior to start of work on any roofing job known to contain incidental ACRM. In the event that incidental ACRM is discovered after a job is commenced, the Safety Director will be notified immediately.
2. Before work begins and as needed during the job, the Safety Director will conduct an inspection of the work site and determine that the roofing material is intact and will likely remain intact.
3. The Safety Director will then insure that all Beldon personnel working at said job site are properly trained to insure that the proper manual methods that will not render the material non-intact will be used.
4. The Safety Director will insure that incidental ACRM will be disposed of properly as follows:

- A. Incidental ACRM will not be dropped or thrown to the ground.
- B. Material must be carefully lowered to the ground via hoist, crane, enclosed chute, or be hand-carried or passed.
- C. All removed material must be removed from the roof and disposed of as soon as practicable, but in no event not later than the end of the work shift for that day.

The section following explains the training program requirements to be followed by the Safety Director whenever training personnel.

## **Asbestos Roofing Safety: An Authorized-Person Training Program**

(Complies with OSHA (CFR) 29 PART 19260, Sec. 1101.01, Asbestos Containing Material (ACRM) Training)

- I. Introduction to Asbestos
- II. Health Safety and Hygiene Measure
- III. Personal Protective Equipment
- IV. Removal of Cementitious Shingles and Transite Board
- V. Removal of Asbestos - Containing Bituminous Felts and Flashings and "Incidental" Work
- VI. Communication of Asbestos Hazards
- VII. Program Review

## **Fall Protection Policy**

Service Department employees use the Tie-off Fall Protection method, or the Warning Line method at all times while working at heights of six feet or above. If either method is not suitable for the work to be done, it is the responsibility of the superintendent in that department to notify the Safety Director in advance of the job commencement date for alternative fall protection.

The following fall protection equipment is to be carried in each crews' vehicle in sufficient quantity to allow each employee at the job site to wear fall protection while working at heights of 6 feet or higher. The following is the necessary fall protection equipment for each employee:

1. Six feet rope lanyard.
2. Fifty feet of 5/8" nylon rope with at least 10,000 lb. tensil strength.
3. At least two 5/8" rope clamps.
4. At least four 38" traffic cones at least 38" in height with loop screw to thread warning line rope whenever warning line is to be utilized.
5. Safety belt with one "D" ring to the back.
6. At least two roof anchors for use in pitched roofs of the type that can be permanently left under ridge cap.

Fall protection used at all times while working at heights of six feet or higher without exception.

Warning Lines are to be used only in situations where the work to be performed is on a flat roof and more than 25 feet from the roof edge. In such situations, warning lines will completely encircle the work area, with leading warning lines to extend a path from the work area to the ladder area being used to climb onto roof or to carry materials to work area.

No deviation from this safety policy is allowed without the Safety Director's expressed consent.

## Lock-Out/Tagout Program

---

1. General:

This procedure is to be followed to prevent the operation of electrical switches or a piece of equipment when personal injury or property damage could result from the operation.

2. Lock-Out:

Only individually keyed locks will be used. Locks will be used when possible. The key will remain in the possession of the person placing the lock.

3. Tagout:

Danger tags will be used, when locks are impractical. The danger tag used will be white with the word "Danger" printed in white in a red oval in a black square.

4. Locking-Out And Tagging

No device, valve, switch or piece of equipment will be operated with a tag, lock or lock and tag attached, regardless of circumstances. If a device, valve, switch or piece of equipment is locked-out, a danger tag must also be used. All tags must be signed and dated, by the person installing the tag.

Roofing or repair operations requiring electrical services to be de-energized will require Company management to contact an authorized electrical contractor to perform these procedures. The electrical contractor will de-energize the electrical service, lock, tag and try service. Upon completion of all roofing or repair operations, the Company supervisor will notify the electrical contractor that Company personnel have completed their work and the electrical service may be re-energized.

All mechanical repairs on motorized vehicles and equipment, whether performed on job sites or in yard locations must be tagged out of service prior to the start of work. All engine or motor starting devices will be de-energized.

All superintendents, crew chiefs and mechanic shop personnel will be trained in the implementation and maintenance of this program. All other personnel will be trained in the adherence of this program. Any person not following this procedure can be terminated immediately.

## Fire Prevention and Protection

---

1. Flammable And Combustible Liquids:

This procedure provides standard methods for handling and storing flammable and combustible liquids.

2. Definitions

- *Flammable Liquid* - any liquid having a flash point below 140 degrees Fahrenheit, i.e., gasoline, paint thinners, etc.
- *Combustible Liquid* - any liquid having a flash point at or above 140 degrees Fahrenheit such as, diesel, oils, etc.

- *ABC Dry Chemical Extinguisher* - contains a dry chemical and can be used to extinguish a class A, B, or C type fire.
- *CO<sub>2</sub> Extinguisher* - contains carbon dioxide and is used to extinguish a class B, or C type fire only.
- *Combustible Materials* - materials such as wood, paper and trash.
- *Flammable Materials* - grease, oils and paints.

3. Storage Field/Yard

Only approved containers (safety cans) and portable tanks will be used for the storage of flammable or combustible liquids. No more than 25 gallons will be stored in a room outside of an approved storage cabinet. Storage cabinets will be properly labeled "Flammable - Keep Fire Away." Not more than 60 gallons of flammable or 120 gallons of combustible liquids will be stored in any one storage cabinet. Materials that react with water to create a fire hazard will not be stored with flammable or combustible liquids.

Outside portable storage tanks will be located no closer than 20 feet to any building. Tanks and dispensing units will be protected against collision damage. Storage areas will be kept free of weeds, debris and other combustible materials not necessary to the storage. Tanks and storage containers will be conspicuously marked with the name of the product they contain and the proper warning signs.

The transfer of flammable liquids from one container shall be done only when containers are electrically interconnected (bonded).

At least one portable fire extinguisher, ABC type, 10 lbs. will be located outside of, but no more than 10 feet from, the door of the room used to store more than 60 gallons of combustible liquid. At least one portable fire extinguisher, ABC type, 20 lbs., will be located not less than 25 feet or more than 75 feet from any flammable liquid storage area.

The following are definitions of types of fires most frequently encountered on a construction site:

*Class A Fire* - wood, paper, or trash having glowing embers.

*Class B Fire* - flammable and combustible liquids, oils, gasoline, grease and paints.

*Class C Fire* - combustible metals or electrical.

A fire extinguisher, rated not less than 2-A, shall be provided for each 3,000 square feet of building area. During roofing removal or remodeling operations, a fire extinguisher, rated not less than 2-A, shall be provided and kept at a distance not less than 20 feet, but not greater than 75 feet, from piles of combustible materials.

## Fire Alarm Procedure

---

1. Person spotting fire will be responsible for notifying phone operator of location and nature of fire.
2. Phone operator will be responsible to call fire department and for reporting fire, using 911 emergency number.
3. Phone operator will announce over the all page system that a fire alarm is in progress. Phone operator will identify fire area and instruct all employees to go to the front east parking lot between the showroom and West Avenue.
4. Regular warehouse employees will go to stations "A" or "B".
5. Warehouse Superintendent will go to station "B" and will be responsible for guiding the fire department to the exact location of the fire.
6. Service Manager will go to station "A" and shall be responsible for guiding employees to the front east parking lot.
7. Roofing Operations Manager will be responsible for checking that all employees have evacuated the warehouse, mechanic's shop, sheet metal shop, production office and pool room.
8. Executive Vice-President will be responsible for checking that all employees have evacuated the main office and the showroom.
9. Accounts Receivable Clerk will be responsible for putting the current accounts receivable in the vault or taking same to an outside location.
10. Accounts Payable Clerk will be responsible for putting the current accounts payable in the vault or taking the same to an outside location.
11. Executive Vice-President will be responsible for closing and locking the vault.
12. Business Manager will be responsible for removing computer discs, financial binders and any other sensitive records from the main building.
13. All employees will be responsible to put paperwork or valuables from on top of their desk into one of the desk drawers.
14. All employees will be responsible to pick up and remove any valuables or personal items on their way out. This, however, is secondary to the safe exit from the building by all occupants.
15. All employees will be responsible as they leave to close any doors or windows in their area to help contain the fire.
16. Any customer or visitors should be escorted out of the building by the employee with whom they are dealing.
17. Business Manager will be responsible for making the decision when it is safe to re-enter the building and informing other employees to do so.