

AMERICA 1ST ROOFING & BUILDERS INC.

ACCIDENT PREVENTION PLAN

Note: This accident Prevention Plan (APP) is created as a statement of the policies and processes created by the management concerning the safety related issues that are specific to work that is conducted by **AMERICA 1ST ROOFING AND BUILDERS INC.** This APP contains examples of safety documentation that are used in the training and daily operations of the employee production team. The complete APP was never intended for use as an employee safety manual or as a required reading for employees to review.

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MANAGEMENT SAFETY POLICY STATEMENT

The management of **AMERICA 1ST ROOFING AND BUILDERS INC** consider safety to be one of the most important goals in our daily business. We are vitally concerned about the human suffering and possible financial loss resulting from accidents on or off the job. Therefore, the prevention of accidents is of major importance to our company.

All employees are expected to take an active part in our company's safety programs. This will include attending weekly safety meetings, participating in job site safety meetings and adhering to all written and "common sense" Safety rules. Company policy is "No job is so important that time cannot be taken to do the job the right way...the safe way!"

The company will provide the necessary equipment, tools, training and supervision. Random safety inspections will be conducted with the documentation of the results. A safety history of will be kept and used in the implementation of our corrective action, disciplinary and incentive policies. Workers will receive necessary technical assistance to aid in the accomplishing of our common goal to prevent needless suffering resulting from injuries. It is everyone's responsibility to comply safety rules, develop safety work habits and maintain a safe work environment.

A list of general safety rules are included in this Accident Prevention Plan, communicated to all workers through on going training and all workers are expected to comply with them. We encourage suggestions to help improve our safety efforts

THINK SAFETY!

John Herzog
President

ADMINISTRATION

New Hire Safety Orientation Information:

A packet containing a copy of the company's New Hire Safety checklist, general rules and disciplinary policies in Spanish and English, a W-4 Form, and an eligibility to work form will be given to all employees. The information must be completed and returned to the company before beginning any work.

W-4 Form Eligibility to Work Form

The law requires these forms to be completed prior to the start of any work by all employees. Payroll checks cannot be issued without having these forms completed and returned to the company office.

Safety Policies and Training

Due to the increasing rise of employees within the roofing and construction industry who have a limited ability to speak, read or write English, and may have a limited ability to read or write their native language, safety management has taken this into consideration and has implemented processes that directly address this issue. It is our position that a clear communication of the safety training on the employer's part and the clear understanding of the training by the employees is the foundation to building an effective safety program. All safety training conducted to the employees is done with the aid of training tools that aid in the clear communication of the training they receive. These tools include and are not limited to verbal and written communications in their native language, safety-training videos in their native language, diagrams and real life photos. These photos are descriptive of safe and unsafe production practices and allow for a visual comprehension and application of the training to the specific situations that workers may find themselves in and how to determine the best safe work practice that applies to their circumstance. To insure a comprehensive understanding by the employee, a qualified translator is present for further clarification as needed.

- Each employee will be trained in company policies regarding safety.
- Employees will become familiar with these policies and adhere to them.
- Employees are required to complete all safety training.
- Employees will take a pre-hire physical examination if requested by the company.
- Each employee will go through a New Hire Safety Orientation.
- All safety equipment is approved for use per the manufacturer's specifications.
- Safety equipment will be used in accordance with the regulatory codes of DOSH.
- All safety equipment will be inspected for excess wear and replaced when unsafe.

Safety Meetings/Training

Safety meetings will be conducted every week and at the start of a new job by a competent person. All employees on the job will attend. Topics of discussion can include but are not limited to the following:

- Discuss safety practices as they relate to the job.
- The review of accidents.
- Discuss/observe unsafe acts and/or conditions.
- Review safe equipment operations.
- Review hazardous material handling.
- Cover safety topics provided by safety manager.
- Review any special or unusual hazards on site.
- Review equipment conditions.
- Discuss emergency equipment.
- Review emergency procedures.
- Discuss personal protective equipment.

Weekly Safety Meeting Report

Each week a report-(Safety Agenda with Attendance Form) will be completed and used in the safety meeting & kept on file at the company office or assigned location.

Safety Committee Meetings

Meetings will be held periodically by the safety committee, which will include a combination of management and a larger number of employee representatives. These meetings will be documented and kept on file.

Discussions shall include but are not limited to the following:

- Review of all accidents.
- Special Training programs.
- Driver's safety
- New processes and/or materials.
- Company safety policies.
- Results of job site inspection.
- Topics and/or quality of weekly safety meetings.
- The proper handling and care of all hazardous materials, including emergency procedures, MSDS, ETC.

LOSS CONTROL MANUAL

Purpose:

The purposes of the following guidelines are to identify, organize and control basic requirements and responsibilities for the implementation of a corporate wide Accident Prevention Program.

Policy:

It is the corporate policy to develop and implement a comprehensive safety program. This is to insure that all practical steps are taken to first identify and then eliminate or reduce exposure of our employees and/or subcontractors and equipment to accidents that may cause physical harm and/or financial loss to the company.

Management Responsibilities:

Management

It is the responsibility of management to support and enforce the corporate safety program, to assess reports and recommendations provided by the Manager of Safety/Safety Officer, and take the necessary and corrective action to correct observable trends and weaknesses in the safety program.

Manager of Safety/Safety Officer

The corporate safety program is under the direction of the Manager of Safety/Safety Officer, who will formulate and direct safety policies, provide technical assistance and training & communicate appropriate information throughout the organization, providing top management with periodic reports to measure progress and to identify weakness in the safety program.

He will train those who work in the field on the safety issues that affect them and those in the working environment around them as Competent Persons, who when working without and appointed supervisor, whether on a crew or working alone, will take the initiative and comply with all the safety rules both written and verbal in which they have received previous training.

Employees

Employees are required to comply with all safety rules both written and verbal. Suggestions from employees for improvements within the safety program are welcomed.

EMPLOYEE RESPONSIBILITIES

1. Report all on the job injuries and near misses promptly to your supervisor.
2. Report all equipment damages to your supervisor immediately.
3. Don't take any chances. Use safety equipment as directed.
4. Follow instructions. Ask question of your supervisor when in doubt about any phase of their operation.
5. Observe and comply withal safety signs and regulations.
6. Report all unsafe conditions or situations that are potentially hazardous to your ability to work to your supervisor.
7. Only operate equipment that you are qualified to operate. When in doubt, ask for directions.
8. Talk to management at any reasonable time about problems that affect your safety or work conditions.

The most important part of the Safety Program is the individual – You!

Without your cooperation, the most stringent safety program will be ineffective. Protect yourself and your fellow workers by following the rules.

Remember:

Work safely so you can go home to your family. They need you!

DON'T TAKE CHANCES

SAFETY FIRST

THINK BEFORE DOING

SAFETY ORIENTATION TRAINING CHECKLIST
LISTA DE COMPROBACIÓN DEL ENTRENAMIENTO

1. _____ **PROCEDURE FOR FILLING OUT FALL PROTECTION WORK PLAN**
PROCEDIMIENTO PARA LLENAR EL PLAN de TRABAJO de la PROTECCIÓN de la CAÍDA
 - a. How to inspect the site a. Cómo examinar la identificación del sitio
 - b. Identification of hazards b. Identifique los peligros
 - c. Method of protection c. Método de protección
 - d. Emergency information d. Información de emergencia
 - e. Communicate plan to employees e. Comunique el plan a los empleados
2. _____ **PROCEDURE FOR INSPECTION OF SAFETY EQUIPMENT**
PROCEDIMIENTO PARA EL EXAMEN DEL EQUIPO DE SEGURIDAD
 - Rope, Lanyards, & Grabs : Cuerdas, Acolladores, Y Ganchos agarradores De la Cuerda
 - Harnesses & Carabiners : Harness Y Carabieners
 - Perm - Temp Sfty Anchors : Asegurar Permanentes Y Temporales DeSeguridad
3. _____ **PROPER WEARING OF SAFETY HARNESS**
EL DESGASTAR APROPIADO DEL HARNESS DE SEGURIDAD
4. _____ **PROPER INSTALLATION OF PERSONAL FALL ARREST ANCHORS**
INSTALACIÓN APROPIADA DE LOS ASEGURAR PERSONALES DE LA DETENCIÓN DE LA CAÍDA
5. _____ **PROPER ATTACHMENT OF LIFELINE**
CONEXIÓN APROPIADA DE LA CUERDA A LA ANCLAS Y HARNESS
6. _____ **PROPER USE OF ROPE ADJUSTERS**
APROPÍESE DEL USO DE LOS AJUSTADOR O RECOREDERAS DE LA CUERDA
7. _____ **PROPER USE OF LANYARDS**
USO APROPIADO DE LANYARDS / ACOLLADORES
8. _____ **ALLOWED ROPE LENGTHS ON THE ROOF**
LONGITUDES PERMITIDAS DE LA CUERDA EN LA AZOTEA
9. _____ **PROPER LADDER SET UP & TIE OFF**
ESCALA APROPIADA INSTALADA Y LAZO APAGADO
10. _____ **PROPER USE OF SAFETY GLASSES WITH ANSI Z87.1 RATING**
USO APROPIADO DE LAS GAFAS DE SEGURIDAD CON EL GRADO DEL ANSI Z87.1
11. _____ **WEARING HARD HAT IN DESIGNATED AREAS**
COSCOS QUE DESGASTA EN ÁREAS SEÑALADAS
12. _____ **THE NEED TO HAVE FULLY STOCKED FIRST AID KIT AVAILABLE**
BOTEQUIN DE PRIMERO AUXILIOS - NECESSARIO IN EL VEHICULO DE TRABAJO
13. _____ **ONE CREW MEMBER NEEDS FIRST AID CERTIFICATION**
UNO PERSONA NECITA CERTIFICACION DE PREMIERO AUXILIOS
13. _____ **EMPLOYEES ONLY ON THE WORK SITE**
Empleados solamente en el sitio de trabajo

EMPLOYEE VERIFICATION OF TRAINING RECEIVED

LA VERIFICACIÓN DEL EMPLEADO DEL ENTRENAMIENTO RECIBÍÓ

I have received training on each of the above listed topics and have indicated this by a check mark by each item on this form for which I have been trained. I understand how important it is that I understand every aspect of my training and I acknowledge that I am responsible for reporting any questions I may have regarding safety procedures.

He recibido el entrenamiento en cada uno de los asuntos arriba enumerados y he indicado esto por una marca de cheque por cada cosa en esta forma para la cual me han entrenado. Entiendo cómo es importante es que entiendo que cada aspecto de mi entrenamiento y yo reconozca que soy responsable de señalar cualquier pregunta que pueda tener con respecto a procedimientos de seguridad.

REGLAS GENERALES - VIOLACIONES POTENCIALES

THE FALL PROTECTION PLAN is always completed before the start of any work begins. This document describes what safety hazards exist on the work site along with the process taken to minimize or eliminate these same hazards. It must be completely filled out, with all crew members names, indicating that the items on the plan were communicated to them. Put the fall protection plan on the building inside the garage or enclosed porch area unless someone tells you different.

El plan de la protección de la caída debe ser terminado antes de que el trabajo comience. Este describe qué peligros existen en el trabajo, junto con el proceso tomado para reducir al mínimo o para eliminar estos mismos peligros. Debe ser completado totalmente, y todos los miembros del equipo que estaban en la atención. Ponga el plan de la protección de la caída en el edificio dentro del garage o incluyó área del pórtico a menos que alguien le diga diferente.

LADDERS shall be in good condition. The base of the ladder shall be set securely on ground so as not to kick out at the bottom. Ladders shall be fastened at the top with rope, wire, strap or by any other means so as to prevent top from sliding from side to side or from being pushed out at the top when entering onto or exiting from the roof. Climb ladder using both hands.

Las escalas estarán en buenas condiciones, y los pies de la escala serán fijados con seguridad en la tierra para no golpear con el pie hacia fuera en el fondo. Las escalas serán sujetadas en la tapa con la cuerda, alambre, correa o por cualquier otro medio para evitar que la tapa de resbalar de lado a lado o sea eliminada en la tapa, al entrar en o saliendo de la azotea. Sivir that escalera usando sus manos.

FALL PROTECTION EQUIPMENT-INSTALLATION-ASSEMBLY and use of fall protection system will start before any work begins at 4 feet in height. Previous to accessing roof, worker will place the harness on body, snug but not restrictive. After accessing roof, connect safety line to appropriate anchor point/s (according to the manufactures recommendations). Appropriate Permanent Anchors will be installed by the framers. Management will make available temporary anchors to use when permanent anchors are not available. The user must connect the appropriate end of rope to the anchor point and the rope grab to his harness allowing the worker to adjust the length of his safety line, minimizing excess slack during the process of working on the roof. When the work is completed, disassembly process of fall protection system is reversed. All work will be done while working in 100% fall arrest.

El uso del sistema de protección de la caída comenzará antes de que cualquier trabajo comience sobre cuatro pies. Anterior a la azotea que tiene acceso, trabajador colocará el harness en su cuerpo, cómodamente pero no restrictivo. Después de tener acceso a la azotea, conecte la línea de seguridad con el punto de anclaje

apropiado (según fabrica recomendaciones). Los asegurar permanentes apropiados serán instalados por los framers. El empleador harán que los asegurar temporales disponibles para los empleados utilizan cuando los asegurar permanentes no están disponibles. El utilizador debe conectar el extremo apropiado de la cuerda con el punto de anclaje y del gancho agarrador de la cuerda con su harness permitiendo que el trabajador ajuste la longitud de su línea de seguridad, reduciendo al mínimo exceso de holgura durante el proceso del trabajo en la azotea. Cuando se termina el trabajo, el proceso del desmontaje del sistema de protección de la caída se invierte. Todo el trabajo será hecho mientras que trabaja en la detención de la caída del 100%.

SAFETY GLASSES shall be worn at all times when operating staple or nail guns, and also when the rules of specific job site require them to be worn, from the time that a person arrives on the job to the time that they leave.

Las gafas de seguridad serán desgastadas siempre al funcionar los pistolas de la grapa o del clavo, y también cuando las reglas del sitio spificic del trabajo los requieren ser desgastados a partir del tiempo que una persona llega en el trabajo, al tiempo de que salen.

HARD HATS - Worker must wear a hard hat any time there is an overhead hazard. Worker will be subject to all general contractors job site safety rules, even if they exceed these General Rules.

El trabajador debe desgastar el cosco cualquier momento hay un peligro de arriba de la clase. El trabajador estará conforme a todas las reglas generales de la seguridad del sitio del trabajo de los contratistas, incluso si el th excede estas reglas generales.

OVERHEAD PROTECTION - As needed, drop zones using barricade tape will be set up to detour workers from passing below work areas. Overhead hazard signs recommending hard hat use around building will be posted indicating extra Drop Zone hazard.

Pues necesario las zonas que usan la cinta de la barricada serán fijadas hasta trabajadores del desvío de pasar debajo de áreas de trabajo. Las muestras de arriba del peligro que recomiendan uso duro del cascos alrededor del edificio serán fijadas que indican peligro adicional de la zona de la basura.

PRE-JOB EQUIPMENT INSPECTION - Inspect equipment for cuts, abrasions, excess wear, and exposure to paint, tar, caulking or other compounds that can compromise the integrity of both the harness's and rope strength. PPE needs to be stored in a clean dry area to prevent decompositions from the long term effects of mold and mildew. Any equipment which is found to be bad must immediately be taken out of service and replaced.

Examine el equipo para saber si hay cortes, abrasiones, exceso de desgaste, y exposición a la pintura, al alquitrán, al calafateo o a otros compuestos que pueden comprometer la integridad del harness y de la fuerza de la cuerda. El equipo protector personal necesita ser salvado en un área seca limpia para prevenir descomposiciones de los efectos a largo plazo del molde y del moho. Cualquier equipo que se encuentre para ser malo debe ser tomado inmediatamente de servicio y ser substituido.

THE NEED TO HAVE FULLY STOCKED FIRST AID KIT AVAILABLE AND A PERSON TRAINED IN FIRST AID

Botequin de primero auxilios - necesario in sl vehiculo de trabajo y uno persona con entrenamiento in primero auxilios..

List of General Contractors with regulations that exceed WISHA standards are available and are frequently distributed and discussed at safety meetings.

Una lista de general Contractors con las regulaciones que se exceden los estándares de WISHA está disponible y con frecuencia se distribuye y se discute en las reuniones de seguridad.

I have read, or the above subjects have been explained in a way that I understand the required rules and except the responsibility to follow them as terms of my employment. I realize that by not following the rules, I will be subject to the disciplinary procedures explained in the New Hire Orientation.

He leído, o los temas antedichos se han explicado a mí de una manera tal que entienda las reglas requeridas y excepto la responsabilidad de seguirlas como términos de mi empleo. Realizo que mi noncompliance dará lugar a me que está conforme a los procedimientos disciplinarios explicado in la orientacion de empleado nuevo.

This is a reminder for those who might bring friends to the job site as helpers, that the management here does not want anyone but employees of the company to be brought to the job.

Esto es un recordatorio para los que pudieron traer a amigos al sitio del trabajo como ayudantes, de que que la gerencia aquí no quisiera que cualquier persona sino los empleados de la compañía fuera traído el trabajo.

This means no friends, relatives, sons, fathers, brothers, cousins, or children, who are not directly employed should be at the job sight, especially if they are helping you.

Esto no significa a ningunos amigos, parientes, hijos, padres, hermanos, primos, o niño, que no se emplea directamente debe estar en la vista del trabajo, especialmente si le están ayudando.

There are many dangers on the job site and only experienced and trained people should be working.

Hay muchos peligros en el sitio del trabajo y solamente la gente experimentada y entrenada debe trabajar.

You need to understand that when you have an accident, there is insurance to cover the cost of your health care.

Usted necesita entender que cuando usted tiene un accidente, allí es seguro para cubrir el costo de su cuidado médico.

If you bring someone to the job site who is not employed by the company, there is no insurance coverage to cover the cost of their medical treatment if they were to get in an accident.

Si usted trae a alguien al sitio del trabajo que no es empleado por la compañía, no hay cobertura de seguro para cubrir el costo de su tratamiento médico si consiguieran en un accidente.

If you care about your friends and family, you will not subject them to that kind of physical or financial risk.

Si usted cuida sobre sus amigos y familia, usted no los sujetará a ese tipo de riesgo físico o financiero.

The company prohibits this, so the choice is not yours or your helpers to make.

La compañía prohíbe esto, así que la opción no es la tuya o sus ayudantes a hacer.

During safety inspections, when the inspector sees that someone has a helper who does not work for the company, that person will be required to remain outside the work area and will not be allowed to return to any job unless employed by the company. And if there is a continued pattern of this action, the employee who brought their friend will receive disciplinary action.

Durante exámenes de seguridad, cuando el inspector vea que alguien tiene un ayudante que no trabaja para la compañía que requerirán permanecer fuera del área de trabajo y no se permitirán a la persona volver a ningún trabajo a menos que sea empleada por la compañía. Y si hay un modelo continuado de esta acción, el empleado que trajo a su amigo recibirá la acción disciplinaria.

PROCEDURES Safety inspections will be performed at random intervals and may even occur daily. All inspections will be performed by the designated company inspector.

PROCEDIMIENTOS: Los exámenes de seguridad serán al azar intervalos realizados y pueden incluso ocurrir diariamente. Todos los exámenes serán realizados por el inspector señalado de la compañía.

PENALTIES After an employee has gone through the safety orientation, additional written warnings may be given at the discretion of safety management.

PENAS: Después de que un empleado haya pasado con la orientación de seguridad, las alertas escritas adicionales se pueden dar en la discreción de la gerencia de seguridad.

The consequences of safety violations are as follows....

Las consecuencias de las violaciones de seguridad están como sigue.....

FIRST VIOLATION: Employee receives written warning

PRIMERA VIOLACIÓN: El empleado recibe la alerta escrita

SECOND VIOLATION: Employee receives time off work

SEGUNDA VIOLACIÓN: El empleado recibe tiempo no trabajo

THIRD VIOLATION: Foreman and safety manager will meet with employee to determine if further disciplinary action would be effective previous to the termination of employment.

TERCERA VIOLACIÓN:

Forman y el encargado de seguridad satisfarán con a empleado para determinarse si la acción disciplinaria adicional sería anterior eficaz al fin del empleo.

**L&I DOSH WA / OSHA
FALL PROTECTION**

VIOLATIONS:

(VIOLACIONES DE L&I)
DE PROTECTION DE CIADA

All L&I fall protection violations will be grounds for immediate dismissal
Todas las violaciones de protección de caída de L*I serán la razón del descarte inmediato.

I have read, or the above procedure has been explained to me verbally and I understand and except it as a term of my employment.

He leído, o el procedimiento antedicho se ha explicado a mí verbalmente y entiendo y excepto él como condición de mi empleo.

Employee

Signature Firma _____ Date Fecha _____

All the items that are listed in this document including any additional subjects that pertain to the safe production practices, are clarified by a qualified translator during the orientation process as is needed.

Trainer

Signature/ Firma _____ Date/ Fecha _____

FIRST AID TRAINING, KITS AND POSTERS

PURPOSE:

To afford the employee immediate and effective attention should an injury result, the company management will ensure that a person certified in basic first aid will be available.

To meet the above objective s, the following procedures will be followed.

- There shall be present or available at all times, a person holding a valid certification of First Aid training. One that is no older that 2years.
- First aid kits will be in accordance with the requirements of the general safety and health standards of Washington state.
- First aid kits will be ready and accessible when required.
- The Safety Officer is designated to ensure that the first aid kits are properly maintained and stocked as a part of his daily job site inspections.
- The Safety officer shall schedule first aid training as necessary, to insure that all crews dispatched to jobs in the field have a person trained in first aid available in the event of an injury or accident.
- Information listing emergency numbers, locations of emergency health clinics and care institutions will be strategically located close to work site, inside their work vehicle or together with the first aid kits.

LIFTING TRAINING PROGRAM

Why do I need lifting instructions?

Background

The State annually receives over 30,000 industrial claims from workers who have been seriously injured on the job. A serious injury means that a worker has lost 3 or more days from work. Of these 30,000 claims, approximately 8,500 or 28% are back injuries.

These back injuries can be broken down into three categories:

Sprains and strains	-92.5%
Fractures	-5.7%
Crushing injuries	-1.8%

Strains and sprains account for most back injuries, have four general causes.

Overexertion	-41.8%
Falls	-30.9%
Reaction or contact to	
Outside force	-24.5%
Other	-2.8%

Regulations, employment standards, rules for lifting instructions are as follows, pertaining to where weights of more than 20 pounds are to be lifted, carried, pushed or pulled as a normal part of the employee's responsibility:

1-The lifting, carrying, pushing, pulling duties shall be made known prospective employee at the time of recruitment, initial employment or reassignment to a lifting job.

2-Instruction shall be given such employees on proper lifting techniques in accordance with instructions provided by the State.

3-Assurance that adequate instructions in weight lifting techniques have been given as provided shall be furnished to the industrial welfare committee or it's authorized agent upon request.

How do I know how much a person should lift?

There are no legal limits. However before hiring someone for a lifting job the height, weight and age of an individual contribute to their lifting ability. Their general condition and frame are also important. For example a person who is exceedingly overweight are abnormally tall or short will not be able to have the same lifting strength as the average built person in their age group. The lifter's experience and previous training contribute to their lifting capability.

Lifting ability varies from person to person and task to task. The following guidelines lend understanding in determining how much an average person should lift.

-For occasional lifting, women should not lift more than 1/3rd their own weight.

-For men, 1/2 their own weight is recommended limit when lifting occasionally.

The object's weight is not the only factor that determines the difficulty of a lifting task. Pay attention to its size, shape, bulk, height, position and center of gravity. An object that is particularly large, for example, will be more difficult to lift than a smaller object of the same weight.

Keep the workroom at a comfortable temperature level. An overheated room quickly drains the energy of you and your workers. If your lifting jobs come frequently, take just a moment to rest every few minutes. You'll find you have more energy for the next lifting tasks.

What are the proper steps in performing a lifting task?

Precautions to take

Always size up the load. Know what you are lifting. Loose material in a box can shift and throw you off balance. If you are lifting a box, make sure the sides are secure. /don't carry more than you can manage. Split a heavy load.

Know where you are going with the load and plan a direct and obstacle free route. Make sure ramps and stairways are clear. Come to full stops at corners and aisle intersections. When you go through a doorway. Keep your hands out of the way. If you can't see over or around your load, get help.

BODY POSITION

FEET

Put one foot in front of the other. Your forward foot should be along side the load. Keep both feet and body facing the load. If possible, point your forward foot in the direction you plan to move. This will help you avoid any twisting – a common cause of muscle pulls. Use your rear foot for balance and thrust. Try to keep your weight over your feet; you will be able to maintain better balance and possibly prevent a fall.

LEGS

Use your thigh muscles to brace and lift the load, rather than putting pressure on your back. Any time you need to lean forward or bend over, bend at the hips and knees. Squat – it will help keep your back erect. As you raise the load, straighten your knees and hips.

ARMS AND SHOULDERS

When carrying or lifting any load, your arms should be tucked in and straight. Using your elbows or raising your shoulders puts unnecessary strain on your chest and upper arm muscles. Keeping your arms close to your body allows you to lift with the least effort.

FINGERS AND HANDS

Grip the load with your whole hand – not just your fingers. Your palm is strong; fingers are weaker. If you must change your grip, set the load down and get a good grip before lifting again.

HEAD, NECK AND BACK

At all times keep your head, neck and back in a straight line. Holding your head and chin tucked in helps. Your back should be fairly rigid. When straight, your back can take a considerable load because the pressure on your lumbar disks is evenly distributed. If your back is bent, the load on your disks is uneven and a severe strain is put on your back muscles.

THE LOAD

Keep the load at arms length. Your lifting abilities decrease when you raise the load too high or keep it too low. Rest the load against your thighs – you'll have better control. Hold the load close to your body. Your back is strained when the load is too far away. Avoid catching an object; but if you must, keep your back straight and knees flexed.

WHEN THE LOAD REQUIRES TWO OR MORE

When two or more persons must lift the load at the same time, the lifters should be approximately the same size. Keep a firm grip and secure footing. Lift and lower the load together. Be careful not to drop the load – you could cause a partner to be injured. Appoint a leader to ensure that everyone works together as a team.

HOW CAN I KEEP MY BACK "IN SHAPE"

Learn to relax your back muscles. Place your foot on something when you have to stand at a job. When sitting, keep one knee higher than your hips by either crossing your legs or putting a foot on a box or stool. Propping your legs relieves back strain. Don't move suddenly as sudden movements can overload muscles.

Firm chairs give your back support, allowing it to relax. Avoid soft chairs and deep couches. When sitting in a chair for a long time, move the seat up until your knees are bent. Sitting or sleeping in a car or chair with your legs straight out strains your back and neck.

Naturally your general physical condition influences the condition of your back. Keep in shape with proper exercise. The lifter lacking good muscle tone is the one who more likely gets hurt. If you are overweight, lose the extra pounds. A smaller waste line will put less pressure on the back and stomach muscles. Posture is important. Learn to keep your head in line with your spine not only when standing, but also when sitting and lying down.

WHAT SHOULD I DO IF I HAVE A BACK INJURY?

If you have a back or neck pain or strain, see your doctor! In the meantime, here are some suggestions that may ease the pressure on your back muscles.

-Sleep on your side. Sleeping on your stomach sways your back and twists your neck.

-Place a pillow under your neck (not under your head) and under your knees to relieve low back pain.

-Sleep on a firm mattress.

-If you exercise, omit any exercise that arch or overstrain your lower back, backward bends, forward bends or touching your toes, for example.

MATERIAL HANDLING

SAFE LOADING AND UNLOADING OF MATERIAL FROM DELIVERY TRUCKS

The general Contractor is contractually responsible for making sure that all the buildings are accessible by the material delivery trucks and the subcontractor's crews. The common understanding between contractors and their customers is, that if they do not provide clear access to the buildings on site, then the loaders and subcontractor's crews will leave the site until the builder makes accommodations to make sure that they can gain access and their buildings can be loaded safely. If it becomes necessary to procure the services of trained traffic control personnel to safely conduct the loading and unloading of the truck, then that is what is expected of the builder.

All employees are to be informed of this agreement and will conduct their duties accordingly. It is against company policy for any employee to conduct any aspect of traffic control as a part of their duties. Any action taken by company employees outside the established understanding of this agreement is outside the scope of their standard business practices and will be considered a willful disregard of this policy, and appropriate corrective action will be taken.

FOREMANS REPORT OF ON THE JOB INJURY

Company Name

EMPLOYEE'S NAME _____

DATE OF INJURY _____ TIME _____ AM OR PM

INJURY LOCATION _____

WHAT WAS EMPLOYEE DOING WHEN INJURED _____

DISCRIPTION OF HOW INJURIY OCCURRED _____

EXTENT OF EMPLOYEES INJURIES _____

WHO GAVE FIRST AID _____

WAS THIS IN THEIR REGULAR LINE OF WORK _____

DID EMPLOYEE LEAVE JOB _____ WHO AUTHORIZED _____

IS TIME OFF WORK EXPECTED? _____ EXPECTED BACK _____

ACCIDENT REPORTED TO WHOM _____ WHEN _____

WITNESS NAME/S & CONTACT INFO _____

COMMENTS _____

FORMAN/ SUPERVISOR SIGNATURE _____ DATE _____

WORKER'S COMPENSATION CLAIMS REPORTING

COMPENSATION INJURY REPORTING

There are a couple of reasons why it is important to report incurred injuries in a prompt manner.

By law, employers have five working days to report work-related injuries to the insurance carrier.

In case of a serious injury involving death, dismemberment or for hospitalizations of more than 24 hours for other than observational reasons, employers are required to notify the nearest office within 24 hours.

To minimize any delays in meeting our responsibilities, all operating companies shall adhere to the following procedures in the reporting of injuries.

Foreman shall complete a (foremen's Report of on the Job Injury) form by the end of the shift that the injury occurred on.

The secretary/Administrative Assistant/Safety Personnel will complete an Employers Report of Occupational Injury or Illness Form and distribute it as follows:

- Send a copy of the Employees Report of Injury to the workers compensation Insurance Carrier.
- Send a copy of the Employees Report of Injury and the Foremen's Report to the company owner.
- Retain a copy of both in the company's injury records file.

In the case of a serious injury, the Owner, President, and Safety management should be notified immediately.

FATALITY PROCEDURE & CHECKLIST

1. Notify the next of kin (Spouse, parent, Etc.) The highest position in the company should make the call. (President, Vice-President or Safety Manager).
2. Notify the Department of Labor and Industries (L&I), of the fatality within eight hours. Company representative (President, Vice-President or Safety Manager) will call to report the fatality to the L&I office closest to the incident Monday through Friday during normal business hours. The same company representative should call OSHA "Fatality Hotline" available 24 hours a day, seven days a week at 1800 3216742, but the local office should be first.
3. Report and describe the circumstances of the injury.
 - a. How did it happen and who was present?
 - b. Where the accident occurred and at what time?
 - I. If on the jobsite, did the EMT arrive? Did L&I inspectors arrive?
 - II. If at the hospital, make sure the hospital has all accurate information on the victim, ie name of the deceased, social security number, employer, address, phone number, make sure the claim form is filled out properly.
 - c. Has an L&I claim number been assigned? What is the claim number?
4. Safety Manager will be conducting the accident investigation and schedule when it will be conducted, and will fully cooperate with State investigators assigned to the incident.
5. Take pictures to document the incident and preserve evidence until a thorough investigation is completed.
6. Gather pertinent information:
 - a. How old was the victim?
 - b. Does the victim have a spouse and /or children If children how old?
 - c. If spouse is residing out of town, have you offered to pay for travel and accommodation expenses?
7. Check on the possibility of third party involvement. If so, that company will then need to be notified.
8. They or their insurance company may also want to send an investigator or take part in the investigation.
9. Need to inform the spouse that L&I has a procedure to notify the spouse of benefits. Once they determine coverage, L&I will immediately issue a down payment according to the amount that is determined at the time of the incident so that the spouse can focus on the necessary arrangements that pertain to the victim. L&I has a flat fee for funeral expenses equal to two times the state average wage or a predetermined amount at the time of the fatality. They will have one of their field staff contact the surviving spouse to complete the necessary paperwork.

AMERICA 1ST ROOFING FALL PROTECTION WORK PLAN

1. **COMPETENT PERSON:** _____ DATE / FECHA : _____
 2. **JOB NAME:** _____ JOB SITE PHONE: _____
 3. **JOB ADDRESS-DIRECCIÓN** _____
Persons who visit multiple sites, attach job list with sites visited - Personas que visitan sitios múltiples, lista del trabajo de la fijación con los trabajos visitados

PRE-START WALK AROUND SAFETY INSPECTION & HAZARD ASSESMENT

- ¿ÁREA ALREDEDOR DEL EDIFICIO? PLANO DESIGUAL LODOSO OTRO
 4. **AREA AROUND BUILDING?** FLAT - UNEVEN - MUDDY - OTHER _____
 5. **LOWEST EDGE / FILO BAJO** _____ ft **HIGHEST EDGE / FILO ALTO** _____ ft.
 6. **WIDTH / ANCHURA DE LA CASA** _____ ft **LENGTH / LONGITUD DE LA CASA** _____ ft.
 7. **SCAFFOLDING SET UP TO MANUFACTURES SPECIFICATIONS** YES NO O
 8. **SAFE ACCESS TO THE ROOF?** / ¿ACCESO SEGURO A EL TECHO? YES NO O
 9. **LADDER/S SECURED?** ¿ESCALERA/S ASEGURADA? YES NO O
 10. **SKYLIGHTS** YES NO O **HOW MANY?-¿CUÁNTOS?** _____
 11. **OPENINGS/HOYOS** YES NO O **HOW MANY?-¿CUÁNTOS?** _____
 12. **OTHER HAZARDS / OTROS PELIGROS** YES NO O **DESCRIBE/DESCRIBIR** _____

METHOD OF PROTECTION

13. **FALL ARREST:** YES NO O **HARNES:** YES NO O **LANYARDS:** YES NO O
 14. **ROPE GRABS:** YES NO O **CARABINERS** YES NO O **LIFELINES:** YES NO O
 15. **ANCHORS:** YES NO O **HARDHATS:** YES NO O **SFTY GLSS** YES NO O
 16. **PROPER CLOTHES** YES NO O

INSTALLATION-ASSEMBLY of fall protection system will start before any work begins above **four feet**. Previous to accessing walking working surfaces worker will place the harness on body, snug but not restrictive. Immediately after accessing roof, connect safety line to appropriate anchor points (according to the manufactures recommendations). The framers will normally install appropriate Permanent Anchors. Company safety personnel will make available temporary anchors for workers to use when permanent anchors are not available. The user must connect the appropriate end of rope to the anchor point and the rope grab to his harness allowing the worker to adjust the length of his safety line, minimizing excess slack during the process of working on the roof. When the work is completed, **DISASSEMBLY PROCESS** of fall protection system is reversed. All work will be done while working in 100% fall arrest.

SAFE STORAGE OF TOOLS AND MATERIALS

Secure tools and material to prevent them slipping and falling and injuring persons working below.

YES NO O

OVERHEAD PROTECTION

As needed, drop zones using barricade tape will be established to detour workers from passing below work areas. Overhead hazard signs recommending hard hat use around building will be posted indicating extra Drop Zone hazard.

YES NO O

PRE-JOB EQUIPMENT INSPECTION:

17. **HARNES:** GOOD O BAD O **LANYARD:** GOOD O BAD O **ROPE GRAB:** GOOD O BAD O
 18. **CARABINERS:** GOOD O BAD O **LADDERS:** GOOD O BAD O **OTHERS:** _____

Inspect equipment for cuts, abrasions, excess wear, and exposure to paint, tar, caulking or other compounds that can compromise the integrity of both the harness's and rope strength. PPE needs to be stored in a clean dry area to prevent decompositions from the long-term effects of mold and mildew. Any equipment that is found to be bad must be immediately taken out of service and replaced.

EMERGENCY INFORMATION: Emergency Removal of Injured Worker From Roof to Ground

Emergency response for medical aid and rescue services will normally be provided by the local fire districts within the city/county area of the job location, and will have the quickest response time by calling 911. The 911 system is incorporated throughout Washington State, and many city/county fire districts have implemented partnership programs to avail their services to other city /county districts when needed. If the victim is in need of advanced medical care, call 911 IMMEDIATELY. Trained provider to give first aid as needed if situation does not place either of you in any additional danger. When a greater danger necessitates the removal of the injured worker from the roof before the arrival of the advanced medical care, assist the victim in the process of descending from the roof using the shortest route from the secured access point on roof to a secured lower level that presents no fall hazard. Reasonable effort should be made to continue to use fall protection system while descending to a lower level.

19. **EMERGENCY MEDICAL NUMBER:** 911 O YES _____ **NEAREST PHONE** _____
 20. **LOCATION OF FIRST AID KIT:** O JOB SITE O OFFICE O TRUCK
 21. **TRAINED FIRST AID PERSONAL:** O NAME _____

SIGNATURES BELOW SIGNIFY THOSE THAT HAVE REVIEWED ISSUES ADDRESSED ON THIS FALL PROTECTION PLAN AND UNDERSTAND & AGREE TO ABIDE BY SAFETY RULES AT ALL TIMES.

DATE / FECHA _____ **EMPLOYEES / EMPLEADOS** _____

FILLING OUT THE FALL PROTECTION PLAN

In conjunction with a pre-job meeting the form is to be completed prior to any work being done on any project.

PRE-JOB MEETING:

All the information in the fall protection plan shall be communicated in a pre0job meeting to make certain that all employees are aware of the existing hazards and the requirements for protective equipment and systems. Each employee shall sign and date the bottom of the fall protection plan signifying that they have been made aware of the hazards and methods of protection and agree to abide by the method of fall protection prescribed.

BUILDING DISCRIPTION:

This will provide site-specific information. Enter the minimum height, width, length, slop and type of roof or elevated walking working surface that you are working on.

HAZARDS:

A rooftop or any elevated walking working surface is a hazard. The items that are mentioned are only a few of the more prominent on the average job. Any hazard that is not listed, that exists on a project shall be listed on the reverse side of the form or on an attached sheet under the title of special conditions. The competent person shall communicate all the identifiable hazards to every one of his/her co-worker on site.

METHOD OF PROTECTION:

Select the appropriate means of fall protection in accordance with the standards. 206-155-Part C1 WAC.

PRE-JOB EQUIPMENT INSPECTIO, HANDLING, STORING AND SECURING:

1. Prior to the commencement of work on the project, inspect all safety devices and personal protective equipment and remove from use, all equipment that shows signs of mildew, cuts, abrasions and excessive wear that may compromise the safety factor.
2. Protect equipment in storage from mildew, deterioration, cuts and abrasions.
3. All tools and materials will be secured to not slide out of place and fall from the elevated work area.

EMERGENCY INFORMATION:

Upon arriving at the scene of an accident, quickly assess the potential hazards that still may be presenting the immediate surrounding area, assess the condition of the injured person/s, apply First Aid necessary, then call 911 or an advanced first responder team or persons if injuries require it. Do not move the injured person unless the surroundings pose an immediate danger to the victim/s. If possible wait until advanced trained emergency persons arrive on the scene for removal of injured person/s.

The "PRE-START WALKAROUND SAFETY INSPECTION & HAZARD ASSESMENT" section of the fall protection plan will suffice as a "JOB HAZARD ANALYSIS" most of the time for the standard work that is conducted by this company within their project and the projects of their customers. If specific projects necessitate a more detailed and comprehensive "JOB HAZARD ANALYSIS", following page is an example that is not limited to items that are included in the form that can be used in those cases.

JOB HAZARD ANALYSIS

Company Name

DATE: _____

SCOPE OF WORK: _____

NAME OF PROJECT: _____

WORK CONDUCTED:	POTENTIAL HAZARDS	ACTION TAKEN
Handling ladders	Muscle Sprains/Strains	Proper lifting technique Lift w/legs not back
Climbing ladders	Falls	Secure footing & at top Three point climbing Never carry things up ladder
Working above heights of 4 ft	Falls	Correct use of fall protection Equipment and systems
Use of pneumatic nailers Use of air compressors	Eye & body part injuries	Wearing safety glasses 100% of the time. Training in the Proper use of air tools to prevent accidental discharge of air or nail into hand, foot or eyes.
Overhead Hazards	Head injuries	Hard Hats 100% of the time Set up drop zones Post overhead hazard signs
Hand tools Saws, hammers, knives, etc.	Cuts, scrapes, contusions, etc.	Use personal protective equip Employees trained in first aid Supplied with first aid kits
Handling sheet metal flashing,	Deep cuts to fingers and hands	Recommend use of gloves

Personal protective equipment required & recommended for all work:

Personal fall protection systems (ropes, harnesses, anchors)

Hard Hats & safety glasses

Rope fasteners to secure ladder at top

Gloves for hands

Overhead hazard signs and caution tape to set up drop zones

Additional Hazards: _____

SIGNATURE OF COMPETENT PERSON _____

EQUIPMENT INSPECTION AND EMPLOYEE TRAINING

EQUIPMENT INSPECTION

A competent person prior to the use and installation on any job site shall inspect all equipment, tools and safety equipment. Inspections shall be performed frequently through out the duration of each project and any deficiencies discovered shall be corrected immediately. Persons using fall protection equipment shall be responsible for the inspection of their personal fall protection equipment and other personal protective equipment they are using on a regular basis. Any deficiencies discovered must be reported to their supervisor immediately for corrective action.

EMPLOYEE TRAINING

Employer must provide safety training for all employees, regarding general safety requirements and more specifically, those requirements for fall protection utilizing a combination of the following methods:

There will be weekly general safety meetings where specific jobsite requirements and general safety requirements can be discussed in an open forum style where all employees are encouraged to participate. New information regarding the use and care of safety equipment shall be discussed as well as past activities, which relate to safety. Minutes of these safety meetings shall be kept as a permanent record as required by the standards. All employees in attendance in this weekly training will be required to acknowledge their presence by signing an attendance list of employees.

Frequently throughout the year there will be "Focused Subject" training conducted in regard to some of the most common hazards encountered during the normal course of the work that is conducted during the employees work.

This training will include but is not limited to the following subjects:

- Procedures and reasons for filling out fall protection plans
- Inspection of safety equipment
- Ladder Safety
- Fall protection systems and good practices
- Guard Rails
- Personal protective equipment: Hard hats, safety glasses, gloves etc.
- Overhead hazard protection
- First Aid training and first aid kits
- Vehicle safety, material boom lifts and other construction equipment vehicles

A greater and more comprehensive focus on these subjects will be conducted.

SAFETY AND PRODUCTION EQUIPMENT ASSEMBLY – DISASSEMBLY – MAINTENANCE

ASSEMBLY:

-The assembly of fall protection equipment shall be done at the direction of a competent person in accordance with all general requirements of WAC 296-155-245, inclusive of all sections and subsections.

Refer to part C-1(WAC296-155-2452590) for specific codes requiring the use of fall protection equipment.

When the WAC codes and standards don't cover specific areas concerning use of equipment for certain situations, always refer to the manufacture's directions and specifications for assembly, use and disassembly and these should always be followed.

-Anchorage of lanyards, lifelines and guardrails shall be made on objects with the structural integrity and according with the manufacture's directions and specifications. All items of the system shall be in good condition and be able to withstand the required loads defined by the WAC standards and manufacturer's directions and specifications.

-Warning line systems shall be installed in accordance with WAC 296-155-24515(3) with respect to the placement of stanchions, warning lines, materials, the characteristics and physical properties of the work areas and the work being conducted in those areas.

-Pump jack scaffolding used for siding and the scaffolding used as "Catch Platforms" shall meet the requirements of WAC 296-155-485. No modifications shall be made to the system unless under the direction of a competent person.

DISASSEMBLY:

A competent person shall oversee the disassembly of all fall protection equipment. Protection of all employees shall be provided as required by WAC standards. Once all work is completed, then the only work being performed will be the final disassembly of this equipment previous to the immediate coming down from the elevated work area.

As allowed by the standards, during the removal of systems from the leading edge, workers shall utilize a system of warning lines in conjunction with a safety monitor. Any employee or monitor between the warning line and the leading edge shall be identified by a high visibility vest, with the monitor being distinguished from others working on the leading by a different colored high visibility vest.

MAINTENANCE:

-A competent person shall do maintenance of the fall protection equipment. Maintenance of equipment shall be as follows.

-Harnesses, ropes and lanyards not in use shall be stored so as to protect them from physical damage and the possibility of degradation from moisture.

-Guardrails and warning line systems shall be stored so as to protect from physical damage to the components. Steel members shall be treated at regular intervals with a lubricant such as to insure corrosion resistance.

JOBSITE SAFETY

1. Jobsite shall be clean of debris with particular attention to the paths of workers.
2. Appropriate, operable fire extinguisher/s shall be on the job site and accessible.
3. Ladders shall comply with WISHA standards, be in good condition, be secured when being used, and be on a firm base. They shall be 36" above the roof, parapet, or walking working surface or scaffolding being accessed. The base shall be one foot out for every four foot in height from the ground to the edge of the building or leading edge that the ladder is resting against. Ladders are to be used by one person at a time.
4. First aid kit/s will be easily accessible on the job site at all times along with a current list of emergency telephone numbers. The employees shall be informed of the location of these items. A person with certification in First Aid training needs to be available for care in a medical emergency.
5. Flammables shall be kept only in U.L. or F.M. containers. Other liquids shall be kept in clearly marked containers.
6. No drinking of alcoholic beverages, illegal drug usage, fighting or horseplay shall be allowed on the job site or on the employer's premises.
7. Kettles and tankers shall have proper lifting lids, be kept in good condition and equipped with gauges in good working condition.
8. Always inspect your vehicle or equipment before and after use.
9. Each operator is responsible for the security and stability of their own load.
10. Kettle temperature shall be kept below the bitumen flash point. Loading and handling of bitumen and operation of heating equipment shall be done in accordance with the manufactures recommendations and instructions.
11. Never direct burner toward a fuel tank, LP bottle, hose or flammable material.
12. All tools and equipment with moving parts shall be in safe and serviceable and inspected periodically.
13. All equipment with moving parts shall be operated with guards in place.
14. Equipment shall not be repaired while in operation.
15. All electrical equipment and extension cords shall be equipped with a ground wire.
16. Employees working in the proximity of an electrical power circuit that they may come in contact with, will be protected against electrical shock. (See WAC 269-24-960)

17. Fall protection on sloped roofs and elevated work areas 4 foot and higher 4/12 and steeper.

A fall protection system consisting of lifelines, harnesses and anchor points that are appropriate for the structure being worked on must be used in conjunction with the following work systems.

-Eave guards may be used consisting of planks supported by metal brackets. The eave guards shall be adjusted so the plank is perpendicular to the roof.

-Each plank shall be supported by a minimum of three brackets with a seven foot maximum span between the brackets.

-For wood and composition shingles a 2"x 6" plank supported by roofing brackets shall be erected at the eave and below the area in which work is taking place.

18. Perimeter Protection On Flat Roofs:
Material Handling Areas:

-Employees handling materials in areas close to roof edge shall be protected by the use of a lifeline or guardrail system.

-Where lifelines are used in a fall arrest mode, they will not allow the worker to fall any more than 6 feet before the system engages and begins to arrest the fall.

-When lifelines are used in a fall restraint mode, they shall be adjusted to allow movement only to the roof's edge and not permit a fall.

-Lifelines or lanyard shall not be attached to hoists or cranes.

-Where guard rails are used at bitumen pipe outlets, the pipe shall be positioned so that a minimum of four feet of guardrail extends on each side of the pipe.

-Where guardrails are used at hoisting areas, one section of the guardrail shall be erected on each side of the hoist.

-A chain or gate shall be placed across the opening between the guardrail sections when hoisting is not taking place.

FLAT ROOF OPERATIONS USING WARNING LINES:

-Except in the cases where low-sloped roofs are 50 ft or less in width that allows for a monitor system to be used without a warning line, the employer shall erect on all flat roofs a warning line system. This warning line system shall be used for the purpose of providing warning to employees engaged in roofing application when they approach the roof edge.

-Warning lines are to be used on all roofs where the width of any roof section is greater than 50 ft and where mechanical roof application equipment is in use

-Mechanical equipment may not be used or stored where the only protection is provided by the use of a safety monitor.

- The warning line shall consist of stanchions and any rope, wire or similar devices rigged or supported in such a way that it's lowest point is no less than 36" from the surface and it's highest point is no higher than forty five inches from the surface, have red warning flags every six feet, or any system that will provide equivalent to employees.
- Where work involves the use of mechanical roof application equipment, the warning line shall be erected not less than ten feet from the parallel roof edge. In cases where there is no mechanical equipment being used the warning line may be erected not less than six foot from roof edge.
- The warning line may be erected either around the complete perimeter of the roof or only around the area where work is being conducted as long as the warning line is moved with along with the work as the work progresses in such a manner as to provide continuous warning to all employees in the work area when they approach the roof edge.
- Perimeter warning lines will extend to the edge of the roof where ladders and material handling areas in order to create a path to the roof edge to access the ladder or conduct material handling and loading and unloading tasks.
- Material or equipment shall not be stored outside the warning line.
- Application of materials outside the warning line shall be done under the direct supervision of the assigned safety monitor.
- The monitor shall that roofing operations outside the warning lines are accomplished with a minimal exposure to the roof edge and with due regard to the experience and abilities of the workers.

ROOFING OPERATIONS ON FLAT ROOFS NOT REQUIRING A WARNING LINE

- Mechanical application equipment shall not be used.
- Application of materials shall be accomplished only under the direct supervision of the job site supervisor or safety monitor.
- The employer shall assure that roofing operations are accomplished with a minimal exposure to the roof edge and with due regard to the experience and abilities of the workers.
- A safety monitor shall be assigned in accordance with WAC 296-155-505 970
- No additional perimeter protection shall be required on any roof or part thereof containing a parapet wall or other similar barrier at the perimeter that is no lower than 36 inches high.
- Employees shall be on alert for hazards caused by other trades and immediately report any such hazards to their supervisor. Sever hazards shall all be corrected before work continues in the employee's work area.

HOISTING EQUIPMENT

- Material hoisting equipment shall not be used for hoisting or transportation of people.
- Construction material shall not be used as counter weights.
- Hoisting equipment shall be inspected by a mechanic or a supervisor and a written record shall be made.
- Hoisting equipment shall be inspected on a daily basis.

LP GAS CYLINDERS

- Maintain cylinders as per supplier's instructions.
- Cylinder shall be marked "Flammable".
- When being stored or transported, keep cylinders secured and in an upright position and be sure container valve is closed with a safety cap or collar in place.
- Cylinders shall not be dropped or allowed to strike each other.
- Cylinders shall be moved by the means of a hand truck. If necessary to move by hand, roll them on the bottom edge. Never drag them.
- Check pressure regulator prior to use and adjust accordingly.
- Check hose prior to use for cuts, cracks or wear. Replaced immediately if any of these are present.
- Use a heat shield to protect containers when they are mounted on a kettle.
- When in doubt, consider cylinders full. Handle them accordingly. Accidents have resulted when containers under partial pressure were thought to be empty.
- All foremen, supervisors and persons in charge of crews will be First aid trained. If their duties require them to be away from the job site then another person trained in First Aid will be assigned to the crew.

PROCEDURES FOR AN INJURY OR ILLNESS ON THE JOB SITE

- Owner or supervisor - immediately take charge
- Supervise and/or administer First Aid.
- Arrange or transportation to a medical facility if necessary.
- Do not move anything unless absolutely necessary, pending the accident investigation.
- Remain with the injured party until relieved by emergency response personal.

PERSONAL SAFETY FOR GENERAL CONSTRUCTION

1. Long sleeved shirts are recommended with sleeves down and fronts buttoned.
2. High top boots are recommended unless working on steep pitched roofs or when applying special roofing material that require other type of foot wear.
3. Proper full-length pants are required when working on the construction site.
4. Hard hats shall be worn at all times when there is an overhead hazard.
5. Gloves are recommended for hand protection for most construction work.
6. Face shields shall be used by kettle men loading or withdrawing bitumen.
7. Safety glasses shall be used at all times when operating pneumatic nailers or saws.
8. Face cream shall be use when working with coal or tar pitch.
9. Employees shall not ride on the back of open trucks or outside of forklifts cages.
10. Jewelry such as rings, bracelets, necklaces, etc. are not recommended to be worn.
11. Special safety equipment is for your protection, use it when it is required. Keep all your equipment in good condition and report any lost or damage immediately.

YARD SAFETY

1. Material shall be properly stacked and stored.
2. Vehicles supported by jacks will be secured when being worked on or under.
3. All stairways and landings shall have proper railings.
4. Fire extinguishers shall be easily accessible and clearly marked.
5. No smoking shall be allowed except in designated areas.
6. Motorized vehicles shall be equipped with back-up alarms or shall have guidance from and employee outside the vehicle while backing up.
7. Trash and debris shall be stored in proper containers.

A GUIDE TO SAFE WORK PRACTICES ON THE CONSTRUCTION SITE

1. Make sure your work area is structurally sound before climbing, working or setting material on it.
2. All holes and openings should be covered and marked with strong material that will prevent a person from stepping through or protected with a standard guardrail when working on the roof, floor or walking working surface.
3. When working on any elevated work area where there is a fall danger, be sure to use your fall protection equipment according to the manufacturer's instructions.
4. Never store material close to the edge or close to an opening in the walking working surface.
5. Throughout the day and at the end of each day secure all tools and material that is stored overhead in a manner to prevent it from falling to the ground due to inclement weather or being dislodged during the course of the work being conducted overhead.

PUBLIC LIABILITY

1. Do not permit an unauthorized person/s on the roof or job site at any time. If they are injured while on site you could be held responsible.
2. Place barricades and signs around your work area to warn the public.
3. Locate your equipment so that vapors and dust created by your work won't be drawn into fresh air intake ducts of air conditioners or air pumps. Also to be alert to the problems that might occur if vapors enter doorways or windows and take precautions to minimize or eliminate this exposure.
4. When applying flammable materials, shut off electrically powered equipment in your work area. And take care to eliminate any source of ignition.
5. At night, lock and secure the lid and spigot on hot tar kettles, lock all work vehicles, deactivate hoisting equipment, gas or electrical production equipment, take down ladders and to the best of your ability eliminate access to any work areas on the jobsite that could present a hazard to a curious public.
6. Do not spray or apply any material when the wind is strong enough to carry the material from your work area into an area with public access, parking, pedestrians or children. Be constantly aware of hazards created by overspray during spray operations.
7. Tools and other equipment, especially ladders should not be loaned to others.
8. Be sure to park vehicles so that they don't pose a hazard to other traffic moving around the jobsite. Trucks, Cars, work vehicles and equipment should not block sidewalks or other pedestrian travel ways without providing a clear, well-marked alternative route of travel.

REFERENCES TO WAC "SAFETY STANDARDS FOR CONSTRUCTION WORK"

The following sections of the state construction safety code have been identified as particularly applicable to roofing, siding, general construction and should be given special attention.

Other sections of the code may also apply to you particular operation so, DO NOT LIMIT your review and understanding of the code to the referenced sections.

Part B-1 296-155-17341
Occupational health and environmental control

Part C 296-155-200-240
Personal protective and life saving equipment

Part C-1 296-155-24501-24525
Fall restraint and fall arrest

Part G 296-155-351-375
Tools - Hand and power

Part I 296-155-246-462
Electrical

Part J 296-155-475-48090
Stairways and ladders

Part J-1 296-155-481-48536
Scaffolding

Part K 296-155-500-51536
Floor openings, wall openings and stairways

Part N 296-155-650-664
Excavation, trenching and shoring

Safety Meeting Minutes Log

Safety meeting minutes / Proof of training, will be faxed from the safety management to the superintendents job site office or another agreed upon time and location. These are to be included with this safety manual, placed behind this page for easy referencing when needed.

Updated First Aid Certifications

This record of first aid training certifications is continually being updated and copies of new certifications are available upon request.

Material Safety Data Sheets

MSDS's are available when requested.

HEAT STRESS PLAN

During the seasons of the year when construction workers are subject to consistently hot or excessively hot temperatures in the course of their work, employers need to exercise additional precautions to protect their employees from heat related illnesses that can develop into life threatening condition such as heat stroke especially when the proper care and basic first aid treatment is not properly administered or even delayed.

Implementing basic preventative steps will go far in protecting the lives and well being of our employees as they work through the hot seasons.

PREVENTION STEPS IN THE REDUCTION OF HEAT RELATED ILLNESSES

Identifying the Risk:

Evaluate the personal factors involved with each employee and how their body deals with the combination of heat and things like age, weight, general health, specific medical conditions, and personal consumption of alcohol, soda, smoking, and caffeine. Higher temperatures 80s and above pose a greater risk for heat related illnesses but hard work and the duration of time working also have a factor in contributing to heat stress conditions.

Acclimatization:

This is actually the second part of identifying the risks. People in general need time to adjust to working in the heat. This is especially important for those who are not accustom to working in areas of the country that experience elevated temperatures. Due to each individual being different it is important to closely monitor workers for signs of heat related illnesses and allowing the individual time to get use to working in the heat.

Water:

Employees will have access to a supply of water that is clean, sanitary, and marked as drinkable at the location of the office/ company yard and are encouraged on a consistent basis to fill their water containers previous to leaving to the job site during the hot season. When working in the heat a person needs to replace the water that the body loses through sweat. Workers are encouraged to have containers of water readily available during the course of the workday and consume adequate quantities.

Breaks in work activity:

The importance of allowing the body to cool down is critical to the prevention of heat related illnesses. Heat stress symptoms will start to manifest themselves when the combined factors of the exterior circumstances such as exposure to the direct sunlight, heat, humidity, and the interior factors such as personal stamina, general health, and inadequate water consumption do not allow for the body to dissipate elevated body heat. During a hot day taking breaks in cooler areas such as shaded carports or garages are encouraged for additional water consumption and allowing the inside temperature of the body to cool down.

Prompt first aid or medical attention:

Quickly recognizing and responding to the symptoms and of heat stress is important in the prevention of potential life threading situations. Training on working in extreme heat and extreme cold is done throughout the year as a part of the weekly training and also as a section in the Standard First Aid course that is frequently made available to all the.

HEAT STRESS PLAN

Symptoms of Heat Related Illnesses

HEAT STROKE: *The most serious
*Due to the body's inability to maintain its inner temperature.
*Sweating stops, body fails to minimize excess heat.
*Confusion, disorientation, unconsciousness, convulsions
*Body Temperature 106 F or higher.
*Hot, dry skin that may be red, molted, or bluish.

Treatment - Quick First Aid response can help in the prevention of injury to the vital organs and brain. Call 911, move the victim to a cooler area. Extra effort should be made to lower body temperature of victim such as soak clothing of victim in cool water, cool with fan if available. Continue to have victim consume cool water if able.

HEAT EXHAUSTION: ***Not drinking enough water to replace water lost through sweating.**
*The worker still sweats
*Extreme weakness or fatigue, giddiness, nausea, or headache.
*Skin clammy and moist.
*Body temps are normal or slightly elevated.

Treatment- Place victim in cool area and drink water, Gatorade or similar sports drink). Call 911 if worker vomits or losses consciousness.

HEAT CRAMPS: *Painful spasms of the muscles, caused by the body's loss of salt.

Treatment - Have worker replenish (drink) an electrolyte solution like Gatorade or similar sports drink. Seek medical attention for severe cramping.

FAINTING: *Worker not accustomed to the heat.

Treatment - For immediate safety purposes have worker get in a reclining position. After clarity of mind is regained, have worker walk around carefully until recovered.

HEAT RASH: *Prickly Heat! *Extensive condition can be complicated by infection.
*May even result in a temporary total disability.

Treatment - Move worker to cool area and allow skin to dry.

For a worker that experiences any of these symptoms, immediate response and attention is required. If you suspect a severe heat related illness and no medical personnel are available on site call 911.

Any worker with a heat stress related symptoms acknowledged herein must be evaluated by an authorized medical professional at a clinic or medical facility before being left alone or sent home.

HEAT STRESS PLAN

Prevention Guidelines

Being Aware of the following tips could save your life or the life of your coworker.

1. It will take 1 - 2 weeks for your body to adjust to the heat when:

**Returning from a cooler climate to a climate with extreme heat.

**Returning from and illness.

2. On hot days drinking plenty of water starting at the beginning of the day. Drinking 3-4 cups of water every hour. the human body can sweat approximately 2-3 gallons a day, so make sure that you have an abundant supply of clean drinkable water to last you throughout each day.

3. Remember to occasionally rest in a cool shaded area allowing the core temperature of your body to cool down and at the same time taking in additional electrolyte liquids such as Gatorade.

4. Liquids that dehydrate the body and fail to quench thirst should be avoided on hot days, such as alcohol, caffeinated sodas, and coffee.

5. Stay aware of how the others working with you are handling the heat and if any start to manifest any of the symptoms such as nausea, disorientation, weakness, fatigue, inform your supervisor and remove the victim from the heat to a cool shaded area and if symptoms continue call 911.

6. Wear protective clothing that provides protection from the sun and shade your eyes when working in the direct sun.

DRIVER AND VEHICLE SAFETY

These are the policies and procedures concerning vehicle and driver safety. Its purpose is to safeguard both drivers and vehicles while engaged on business for America 1st Roofing.

INSPECTION & MAINTENANCE

-America 1st contracts with outside providers for regular maintenance of all company vehicles. Drivers are responsible for reporting to their supervisor any observed or suspected problem, especially if safety might be compromised.

-When a company vehicle requires nonscheduled maintenance or repair to correct an unsafe or potentially unsafe condition, the driver will inform their supervisor that the vehicle is out of service until the condition is corrected. The vehicle may not be then scheduled or dispatched until repairs are completed.

-A master log will be maintained in the office for each company vehicle. This log will include a complete description and identification of the vehicle, a record of regular maintenance and a record of nonscheduled maintenance, repairs and accidents.

-An adequate supply of routine maintenance supplies (e.g. oil, brake fluid, power steering fluid, etc.) will be maintained at the shop.

VEHICLE DOCUMENTS AND SAFETY EQUIPMENT

In addition to maintenance and repair, the Dispatch Supervisor will ensure the following documentation and safety equipment is maintained in each company vehicle (also highly recommended for employee owned vehicles used on company business):

1. One 10 - unit first aid kit, complete.
2. A registration packet containing:
 - a. Current registration certificate.
 - b. Current proof of insurance.
 - c. A company Accident Report Form

DRIVERS RESPONSIBILITIES

The assigned driver of an America 1st Roofing vehicle is responsible for ensuring that the vehicle is in safe and working condition before leaving the shop and for its safe and legal operation in the field. In addition the driver will keep the vehicle clean and secure. Owner/Operators driving their own vehicles on company business should comply with these procedures, where applicable. The following detailed driver responsibilities apply:

-Because of insurance coverage restrictions, no one other than an employee of the company is allowed to drive a vehicle registered in the company name. Otherwise, there will be no insurance coverage for any accidents.

-If you drive a company vehicle to and from the office to the job - site to your house, it is the responsibility of the drivers to maintain the cleanliness of the vehicle both inside and outside. The vehicle should be presentable at all times.

-If the driver is scheduled to be out of town more than 5 working days, the assigned vehicle is to be left at the office to be used by others and so maintenance may be performed on other fleet vehicles.

-Other than driving to and from work, company vehicles are not for personal use unless other arrangements have been made and specific permissions have been granted.

-A drivers are required to use and protect any company vehicle in a prudent manner any damage by misuse will be the responsibility of the person who caused the damage.

DRIVER AND VEHICLE SAFETY

-If you are involved in an accident and it is determined that you are at fault the company will pay half of the deductible and the driver will have an amount equal to half the deductible subtracted from their bonus.

For any future deductibles the same arrangement applies to the assigned driver.

Depending on the severity of any accident , the driver involved may lose their driving privileges and be required to supply their own vehicle.

-All vehicles are subject to inspection an road testing and any time.

-All drivers are required to have a valid drivers license.

BACKING UP (REVERSING) WITH RESTRICTED REAR VIEW

-This is the cause of numerous avoidable accidents. When backing up a van or other vehicle restricted rear view:

- a. If another employee is with the driver, he / she is to walk around the rear side to check for hazards (people, animals, obstructions), and they are to guide the driver during the process of his backing out.
- B If the driver is alone, the driver is to get out of the vehicle and walk around it to check for hazards before backing out.

EMERGENCY PROCEDURES

-All vehicles are covered under a fleet insurance policy. To expedite claims and minimize time lost and inconvenience for everyone involved, it is very important that the following procedures be followed in the event of an accident.

-Do not leave the scene. Call the police, then call the office and advise the dispatch supervisor or an office representative of your situation.

-Be Calm. Make every effort to avoid emotional exchanges with others involved. This invariably makes the situation worse.

-Get the description and registration numbers of all vehicles involved. Get names, addresses, and drivers licenses numbers from all drivers involved.

-Where possible, get names, addresses, of vehicle occupants and witnesses.

-Do Not Acknowledge Responsibility or otherwise discuss the accident with anyone other than the police authorities. Follow police instruction, and cooperate fully.

-Complete the accident Report Form contained in the vehicles registration packet completely and as soon as you can turn it into the office, also making a copy for ! yourself.

BREAKDOWNS

If the company vehicle you are driving breaks down or is disabled in the field, call or radio in to the office and fully report the situation to your supervisor or office representative that is available at the time of your call. After giving a full report , follow instructions.