

AMERICA 1st ROOFING & BUILDERS INC.

SAFETY POLICY MANUAL

SITE SPECIFIC SAFETY PLAN FALL PROTECTION PLAN SAFETY MEETING MINUTES LOG

for

(Customer / Gen. Contractor)

(Job site Location)

This Safety Policy Manual, when used as a Site Specific Plan, applies to all other buildings being roofed within the project surrounding the above job location, where the work is being done by America 1st Roofing & Builders. Each roofing crew from American 1st Roofing, will also have on site, a Fall Protection Plan, that is specific for the roof they are working on.

UPDATED	06/02/03
UPDATED NEW HIRE ORIENTATION INCLUDED	10/17/03
UPDATED JOB HAZARD ANALYSIS INCLUDED	04/14/05
UPDATED HEAT STRESS PLAN	08/04/06
UPDATED DRIVER & VEHICLE SAFETY POLICY	02/16/07

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America 1st Roofing & Builders Inc.

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MANAGEMENT SAFETY POLICY STATEMENT

The management and employees of America 1st Roofing 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 the 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 work the right way...the safe way!"

The company will provide the necessary equipment, tools, training, supervision. Perform random job site safety inspections documenting results keeping a detailed safety history of each roofer to be used in the implementation of our disciplinary and incentive policies, and supply technical assistance to aid in accomplishing our common goal - To prevent needless suffering resulting from injuries. It is everyone's responsibility to comply with safety rules, develop safe work habits and maintain a safe work environment.

A list of general safety rules are included in this manual and all workers are expected to comply with them. We encourage suggestions to help improve our safety efforts.

THINK SAFETY!

John Herzog
President

ADMINISTRATION

1. NEW HIRE "SAFETY ORIENTATION" INFORMATION:

A PACKET CONTAINING, A COPY OF THE COMPANY'S NEW HIRE TRAINING 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.

2. W-4 FORM AND 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 INTO THE COMPANY OFFICE.

3. SAFETY POLICIES EACH EMPLOYEE

- a. WILL BE GIVEN COMPANY POLICIES REGARDING SAFETY.
- b. EMPLOYEES WILL BECOME FAMILIAR WITH THESE POLICIES AND RULES AND TO ADHERE TO THEM EXACTLY AND CONSISTENTLY.
- c. ALL EMPLOYEES ARE REQUIRED TO COMPLETE ALL SAFETY TRAINING.
- d. EACH NEW EMPLOYEE WILL BE REQUIRED TO:
 - i. TAKE A PRE - EMPLOYMENT PHYSICAL EXAMINATION, IF REQUESTED BY THE COMPANY
 - ii. VIEW COMPANY SAFETY ORIENTATION VIDEO. In SPANISH or

ENGLISH

- e. ALL SAFETY EQUIPMENT OWNED BY NEW HIRED EMPLOYEE WILL BE INSPECTED FOR EXCESS WEAR, DAMAGE OR ABRASION. THE EMPLOYEE WILL BE REQUIRED TO UPGRADE HIS PERSONAL PROTECTIVE EQUIPMENT TO MEET THE APPROPRIATE STANDARDS OF THE STATE, BEFORE STARTING.

4. SAFETY MEETINGS

A. WEEKLY AND OTHER SAFETY MEETINGS:

A SAFETY MEETING SHALL 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:

- 1. DISCUSS SAFETY PRACTICES, AS THEY RELATE TO THE JOB.
- 2. REVIEW ACCIDENTS.
- 3. DISCUSS/OBSERVE UNSAFE ACTS AND/OR CONDITIONS.
- 4. REVIEW SAFE EQUIPMENT OPERATIONS
- 5. REVIEW HAZARDOUS MATERIAL HANDLING.

6. COVER SPECIAL TOPICS PROVIDED BY THE SAFETY MANAGER.
7. REVIEW ANY SPECIAL OR UNUSUAL HAZARDS ON THE JOB.
8. REVIEW EQUIPMENT CONDITIONS.
9. DISCUSS EMERGENCY EQUIPMENT.
10. REVIEW EMERGENCY PROCEDURES.
11. DISCUSS PERSONAL PROTECTIVE EQUIPMENT.

B. WEEKLY SAFETY MEETING REPORT:

EACH WEEK A REPORT - (SAFETY MEETING AGENDA, WITH AN ATTENDANCE FORM) WILL BE COMPLETED AND USED IN THE WEEKLY SAFETY MEETING AND KEPT ON FILE AT THE OFFICE OF AMERICA 1ST, IN THE SAFETY DIVISION.

C.

SAFETY COMMITTEE MEETINGS

MEETINGS WILL BE HELD PERIODICAL BY THE SAFETY COMMITTEE, INCLUSIVE OF THE SAFETY OFFICER, PRESIDENT, VICE PRESIDENT, AND DISPATCH FOREMEN -REPRESENTING THE EMPLOYEES, THESE MEETINGS WILL BE DOCUMENTED AND KEPT ON FILE IN THE SAFETY DIVISION.

TOPICS OF DISCUSSION CAN INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

1. REVIEW OF ALL ACCIDENTS.
2. SPECIAL TRAINING PROGRAMS.
3. DRIVER'S SAFETY.
4. NEW PROCESS AND/OR MATERIALS.
5. COMPANY SAFETY POLICIES.
6. RESULTS OF JOB SITE INSPECTIONS.
7. DISCUSS THE TOPICS AND/OR QUALITY OF THE WEEKLY SAFETY MEETINGS.
8. DISCUSS MSDS' CONCERNING THE PROPER HANDLING AND CARE OF ALL HAZARDOUS MATERIALS, INCLUDING EMERGENCY PROCEDURES.

LOSS CONTROL MANUAL

PURPOSE:

THE PURPOSE OF THE FOLLOWING GUIDELINE IS 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 PROGRAM IS TO ASSURE THAT ALL PRACTICAL STEPS ARE TAKEN TO FIRST IDENTIFY AND THEN ELIMINATE OR REDUCE EXPOSURE OF OUR EMPLOYEES AND/OR SUBCONTRACTORS AND EQUIPMENT TO ACCIDENT POTENTIALS THAT MAY CAUSE PHYSICAL HARM AND/OR FINANCIAL LOSS TO THE COMPANY.

MANAGEMENT RESPONSIBILITIES

1. MANAGEMENT:

IT IS THE RESPONSIBILITY OF MANAGEMENT TO SUPPORT AND ENFORCE THE CORPORATE SAFETY PROGRAM, TO ASSES REPORTS AND RECOMMENDATIONS PROVIDED BY THE MANAGER OF SAFETY/ SAFETY OFFICER, AND TAKE THE NECESSARY CORRECTIVE ACTION TO CORRECT OBSERVABLE TRENDS AND WEAKNESSES IN THE SAFETY PROGRAM.

2. 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, TRAINING AND COMMUNICATE APPROPRIATE INFORMATION THROUGHOUT THE ORGANIZATION.

THIS WOULD INCLUDE: PROVIDING TOP MANAGEMENT WITH PERIODIC REPORTS TO MEASURE PROGRESS AND TO IDENTIFY WEAKNESS IN THE SAFETY PROGRAM. TRAINING EACH ROOFER WHO WORKS IN THE FIELD, IN THE SAFETY ISSUES THAT EFFECT THEM AND THOSE IN THE WORKING ENVIRONMENT AROUND THEM AS COMPETENT PERSONS, WHO WHEN WORKING WITHOUT AN APPOINTED SUPERVISOR, WEATHER ON A CREW OR WORKING ALONE, WILL TAKE THE INITIATIVE AND COMPLY WITH ALL SAFETY RULES, WRITTEN AND VERBAL THAT THEY HAVE BEEN PREVIOUSLY TRAINED IN.

3. EMPLOYEES:

EMPLOYEES ARE REQUIRED TO COMPLY WITH ALL SAFETY RULES, WRITTEN AND VERBAL. SUGGESTIONS FOR IMPROVEMENT OF SAFETY PROGRAM WELCOMED.

EMPLOYEE RESPONSIBILITIES

1. REPORT ALL ON-THE-JOB INJURIES AND/OR NEAR MISSES PROMPTLY TO YOUR SUPERVISOR.
2. REPORT ALL EQUIPMENT DAMAGE TO YOUR SUPERVISOR IMMEDIATELY.
3. DON'T TAKE ANY CHANCES. USE SAFETY EQUIPMENT AS DIRECTED!
4. FOLLOW INSTRUCTIONS. ASK QUESTIONS OF YOUR SUPERVISOR WHEN IN DOUBT ABOUT ANY PHASE OF YOUR OPERATION.
5. OBSERVE AND COMPLY WITH ALL SAFETY SIGNS AND REGULATIONS.
6. REPORT ALL UNSAFE CONDITIONS OR SITUATIONS THAT ARE POTENTIALLY HAZARDOUS TO YOUR SUPERVISOR.
7. OPERATE ONLY EQUIPMENT 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 THIS PROGRAM IS THE INDIVIDUAL - YOU!

WITHOUT YOUR COOPERATION, THE MOST STRINGENT PROGRAM CAN 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 *

America 1st Roofing & Builders Inc.
TRAINING CHECKLIST

1. _____ PROCEDURE FOR FILLING OUT FALL PROTECTION WORK PLAN
 - A) HOW TO INSPECT THE SITE.
 - B) IDENTIFICATION OF HAZARDS.
 - C) METHOD OF PROTECTION.
 - D) EMERGENCY INFORMATION.
 - E) COMMUNICATE WORK PLAN TO EMPLOYEES.

2. _____ PROCEDURE FOR INSPECTION OF SAFETY EQUIPMENT
 - : LIFELINES, LANYARDS, & ROPE GRABS.
 - : HARNESS & CARABINERS :
 - : PRE INSTALLED SAFETY ANCHORS
 - : PERMANENT & TEMPORARY SAFETY ANCHORS

3. _____ PROPER WEARING OF SAFETY HARNESS

4. _____ PROPER INSTALLATION OF PERSONAL FALL ARREST ANCHORS

5. _____ PROPER ATTACHMENT OF LIFELINE.

6. _____ PROPER USE OF ROPE GRABS.

7. _____ PROPER USE OF LANYARDS.

8. _____ ALLOWED ROPE LENGTHS ON THE ROOF.

9. _____ PROPER LADDER SETUP & TIE OFF.

10. _____ PROPER USE OF SAFETY GLASSES WITH ANSI Z87.1 RATING

11. _____ WEARING HARD HAT IN DESIGNATED AREAS

12. _____ WEARING CHAPS WHEN USING CHAIN SAW FOR LEG PROTECTION

EMPLOYEE VERIFICATION OF TRAINING RECEIVED

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.

Signature _____ Date _____

America 1st Roofing & Builders Inc.

GENERAL RULES

Potential Violations

1. Fall Protection Plan

- a. Must be completely filled out, with all crew members names, acknowledging that the items on the plan, were communicated to them.
- b. Post on building inside the garage or enclosed porch area unless otherwise instructed by foreman, superintendent, or general contractor representative.

2. Overhead Hazard Signs Posted

- a. On standard size house residential house, a sign shall be posted on the front in a place best viewed by persons entering from the street.
- b. On larger buildings such as apartments, town homes, and condominiums more may be required.

3. Secure ladders

- a. Ladders shall be in good condition.
- b. Foot of ladder shall be set securely on ground so as not to kick out at the bottom.
- c. Ladder 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 or exiting the roof.

4. Ropes, Harnesses, & Roof Anchors

- a. Fall protection equipment shall be used at all times on roof surfaces 8 foot and higher.

5. Safety Glasses

- a. Safety glasses shall be worn at all times after arriving at the job site.

(Curb to Curb Policy)

Worker must be wearing safety glasses before stepping on to the site any where past the curb or boarder of lot.

6. Hard Hats

- a. Worker must wear hard hat any time there is an overhead hazard of any kind.

Worker will be subject to all general contractors job site safety rules, even if they are exceed these General Rules.

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

I have read, or the above subjects have been explained to me in such a way that I understand the required rules and except the responsibility to follow them as terms of my employment. I realize that my noncompliance will result in myself being subject to the disciplinary procedures of America 1st Roofing & Builders Inc.

Signature _____ Date _____

America 1st Roofing & Builders Inc.
SAFETY INSPECTION - DISCIPLINARY PROCEDURES

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

BONUSES: If any employee receives (5) consecutive perfect inspection reports with no violations on their record, they will receive a \$ 50.00 dollar bonus in their next paycheck.

REDEMPTION: Violations may be removed by receiving (5) five consecutive perfect inspections. (One violation level per (5) consecutive perfect inspections.)

PENALTIES: After an employee has gone through the safety orientation, additional verbal and written warnings may be given at the discretion of safety management. Every violation, including verbal and written warnings, will add an additional (5) consecutive perfect inspections needed in the bonus process.

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

FIRST VIOLATION: Employee receives verbal warning

SECOND VIOLATION: Employee receives written warning

THIRD VIOLATION: Employee receives 1 to 2 days off work

FOURTH VIOLATION: Employee receives 1 to 2 weeks off work

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

I have read, or the above procedure has been explained to me and I understand and accept it as a term of my employment at America 1st Roofing & Builders Inc.

Signature _____ Date _____

America 1st Roofing & Builders Inc.
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 & Crabieners : Harness Y Crabieners
Perm - Temp Sfty Anchors : Asegurar Permanentes Y Temporales De Seguridad

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 DE CUERDA

6. _____ **PROPER USE OF ROPE ADJUSTERS**

APROPIÉSE DEL USO DE LOS AJUSTADOR 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

EMPLOYEE VERIFICATION OF TRAINING RECEIVED

LA VERIFICACIÓN DEL EMPLEADO DEL ENTRENAMIENTO RECIBIÓ

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.

Signature/ Firma _____ Date/ Fecha _____

GENERAL RULES - POTENTIAL VIOLATIONS

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. Must be completely filled out, with all crew members names, acknowledging 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.

POST OVERHEAD SIGNS around the building, warning the others below.

Ponga arriba firma todos alrededor del edificio, advirtiendo los otros que trabajan abajo de peligro potencial de arriba.

LADDERS shall be in good condition. Foot of ladder shall be set securely on ground so as not to kick out at the bottom. Ladder 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 or exiting the roof.

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.

FALL PROTECTION EQUIPMENT shall be used on roof surfaces 10 foot and higher.

El equipo de la protección de la caída será utilizado siempre en superficies de la azotea 10 pies y más arriba.

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 las pistolas de la grapa o del clavo, y también cuando las reglas del sitio específico 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 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 casco 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 trabajador excede estas reglas generales.

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 accept the responsibility to follow them as terms of my employment. I realize that my not following the rules will result in myself being subject to the disciplinary procedures of America 1st Roofing & Builders Inc.

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 del America 1st Roofing.

Signature/Firma _____ Date/Fecha _____

America 1st Roofing & Builders Inc.
SAFETY INSPECTION - DISCIPLINARY PROCEDURES

EXAMEN de la SEGURIDAD - PROCEDIMIENTOS DISCIPLINARIOS

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.

BONUSES: If any employee receives (5) consecutive perfect inspection reports with no violations on their record, they will receive a fifty dollar bonus in their next paycheck.

PRIMAS: Si cualquier empleado recibe (5) el examen perfecto consecutivo señala sin violaciones en su expediente, ellas recibirá un prima de cincuenta dólares en su cheque siguiente.

REDEMPTION: Violations may be removed by receiving (5) five consecutive perfect inspections. (One violation level per (5) consecutive perfect inspections.)

RESCATE: Las violaciones pueden ser quitadas recibiendo (5) cinco exámenes perfectos consecutivos. (un nivel de la violación por (5) exámenes perfectos consecutivos).

PENALTIES: After an employee has gone through the safety orientation, additional verbal and written warnings may be given at the discretion of safety management. Every violation, including verbal and written warnings, will add an additional (5) consecutive perfect inspections needed in the bonus process.

PENAS: Después de que un empleado haya pasado con la orientación de seguridad, las alertas verbales y escritas adicionales se pueden dar en la discreción de la gerencia de seguridad. Cada violación, incluyendo alertas verbales y escritas, agregará (5) los exámenes perfectos consecutivos adicionales necesitados en el proceso de la prima.

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

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

FIRST VIOLATION: Employee receives verbal warning

PRIMERA VIOLACIÓN: El empleado recibe la alerta verbal

SECOND VIOLATION: Employee receives written warning

SEGUNDA VIOLACIÓN: El empleado recibe la alerta escrita

THIRD VIOLATION: Employee receives 1 to 2 days off work

TERCERA VIOLACIÓN: El empleado recibe 1 a 2 días no trabajo

FOURTH VIOLATION: Employee receives 1 to 2 weeks off work

CUARTA VIOLACIÓN: El empleado recibe 1 a 2 semanas no trabajo

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

QUINTO 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.

I have read, or the above procedure has been explained to me and I understand and except it as a term of my employment at America 1st Roofing & Builders Inc.

He leído, o el procedimiento antedicho se ha explicado a mí y entiendo y excepto él como condición de mi empleo en America 1st Roofing.

Signature Firma _____ Date Fecha _____

FIRST AID, TRAINING, KITS, AND POSTER

PURPOSE: To afford the employee immediate and effective attention should an injury result. The management of America 1st Roofing & Builders will ensure that a person, certified in first aid will be available.

1. To meet the above objectives, the following procedures will be followed:
 - a. There shall be present or available at all times, a person holding a valid certificate of first aid training. (One that is less than 3 years old)
2. First aid kits will be in accordance with the requirements of the general safety and health standards of Washington state.
 - a. First aid supplies shall be readily accessible when required.
 - b. All first aid kits necessary for the number of persons on crews have been supplied , and will be brought to the site by the employees.
 - c. 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.
 - d. The safety officer shall schedule first aid / CPR 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 accident.
3. Information listing emergency numbers, locations of emergency health clinics, procedures, etc., will be strategically located, such as on / in the first aid kit, or inside the company work vehicle, etc.

LIFTING TRAINING PROGRAM

1. 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 THE WORKER HAS LOST THREE 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%

SPRAINS AND STRAINS, ACCOUNTING FOR MOST OF THE BACK INJURIES, HAVE FOUR GENERAL CAUSES:

OVER EXERTION - 41.8%
FALLS - 30.9%
REACTION TO OR CONTACT
WITH AN OUTSIDE FORCE - 24.5%
OTHER 2.8%

REGULATIONS

EMPLOYMENT STANDARDS, WITH THE FORCE OF LAW, INCLUDE RULES ON GIVING EMPLOYEES LIFTING INSTRUCTIONS. THESE RULES ARE:

WHERE WEIGHTS IN EXCESS OF 20 POUNDS ARE TO BE LIFTED, CARRIED, PUSHED OR PULLED AS A NORMAL PART OF AN EMPLOYEE'S RESPONSIBILITY:

1. THE LIFTING, CARRYING, PUSHING OR PULLING DUTIES SHALL BE MADE KNOWN TO THE 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 IN (2) SHALL BE FURNISHED TO THE (INDUSTRIAL WELFARE) COMMITTEE OR IT'S AUTHORIZED AGENT UPON REQUEST.

II. HOW DO I KNOW MUCH A PERSON SHOULD LIFT?

THERE ARE NO LEGAL LIMITS TO THE WEIGHT YOU MAY LIFT. HOWEVER, BEFORE HIRING SOMEONE FOR A LIFTING JOB OR BEFORE TAKING ON A LIFTING PROJECT YOURSELF, YOU SHOULD CONSIDER THE FOLLOWING:

1. THE HEIGHT, WEIGHT AND AGE OF AN INDIVIDUAL CONTRIBUTE TO HIS/HER LIFTING CAPABILITY. THEIR GENERAL CONDITION AND FRAME ARE ALSO IMPORTANT, FOR EXAMPLE, A PERSON WHO IS EXCEEDINGLY OVERWEIGHT OR ABNORMALLY TALL OR SHORT WILL NOT HAVE THE SAME LIFTING STRENGTH AS THE AVERAGE-BUILT PERSON IN THEIR AGE GROUP.

2. THE LIFTER'S EXPERIENCE AND PREVIOUS LIFTING TRAINING CONTRIBUTE TO THEIR LIFTING CAPABILITY.
3. LIFTING ABILITY VARIES FROM PERSON TO PERSON AND FROM TASK TO TASK. THE FOLLOWING GUIDELINES, HOWEVER, SHOULD GIVE YOU SOME HELP IN DETERMINING HOW MUCH THE AVERAGE PERSON CAN LIFT:
 - A. FOR OCCASIONAL LIFTING, WOMEN SHOULD NOT LIFT MORE THAN ONE-THIRD THEIR OWN WEIGHT: OR MORE THAN ONE-SIXTH THEIR WEIGHT WHEN LIFTING JOBS ARE FREQUENT.
 - B. FOR MEN, ONE-HALF THEIR OWN WEIGHT IS THE RECOMMENDED LIMIT WHEN LIFTING OCCASIONALLY. FOR FREQUENT LIFTING THE LOAD SHOULD NOT EXCEED ONE-THIRD THEIR WEIGHT.
4. THE OBJECT'S WEIGHT IS NOT THE ONLY FACTOR THAT DETERMINES THE DIFFICULTY OF A LIFTING TASK. PAY ATTENTION TO IT'S 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.
5. KEEP THE WORK ROOM TEMPERATURE AT A COMFORTABLE LEVEL. AN OVERHEATED ROOM QUICKLY DRAIN THE ENERGY OF YOU AND YOU FELLOW 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.

III. WHAT ARE THE PROPER STEPS IN PERFORMING A LIFTING TASKS? PRECAUTIONS TO TAKE

ALWAYS "SIZE UP" THE LOAD. KNOW WHAT YOU'RE LIFTING - LOOSE MATERIAL IN BOX CAN SHIFT AND THROW YOU OFF BALANCE . IF YOU ARE LIFTING A BOX, MAKE SURE THE BOTTOM AND SIDES ARE SECURE. DON'T CARRY MORE THAN YOU CAN MANAGE. SPLIT A HEAVY LOAD.

KNOW WHERE YOU'RE GOING WITH THE LOAD AND PLAN A DIRECT 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

1. **FEET**
PUT ONE FOOT IN FRONT OF THE OTHER. YOUR FORWARD FOOT SHOULD BE ALONGSIDE THE LOAD. KEEP BOTH FEET AND YOUR 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 TRUST. TRY TO KEEP YOUR WEIGHT OVER YOUR FEET; YOU WILL BE ABLE TO MAINTAIN BETTER BALANCE AND POSSIBLY PREVENT A FALL.

2. LEGS

USE YOUR THIGH MUSCLES TO BRACE AND LIFT THE LOAD, RATHER THAN PUTTING THE PRESSURE ON YOUR BACK. ANYTIME YOU MUST LEAN FORWARD OR BEND OVER, BEND AT THE HIPS AND KNEES. SQUAT - IT HELPS KEEP YOUR BACK ERECT. AS YOU RAISE THE LOAD, STRAIGHTEN YOUR KNEES AND HIPS.

3. ARMS AND SHOULDERS

WHEN CARRYING OR LIFTING ANY LOAD, YOUR ARMS SHOULD BE TUCKED IN AND STRAIGHT. USING YOUR ELBOWS OR RAISING YOUR SHOULDER PUTS AN UNNECESSARY STRAIN ON YOUR CHEST AND UPPER ARM MUSCLES. KEEPING YOUR ARMS CLOSE TO YOUR BODY ALLOWS YOU TO LIFT WITH THE LEAST EFFORT.

4. FINGERS AND HANDS

GRIP THE LOAD WITH YOUR WHOLE HAND - NOT JUST YOUR FINGERS. YOUR PALM IS STRONG; FINGERS ARE WEAK. IF YOU MUST CHANGE YOUR GRIP, SET THE LOAD DOWN AND GET A GOOD GRIP BEFORE LIFTING AGAIN.

5. HEAD, NECK AND BACK

AT ALL TIMES, KEEP YOUR 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 DISCS IS EVENLY DISTRIBUTED. IF YOUR BACK IS BENT, THE LOAD ON YOUR DISCS IS UNEVEN AND A SEVERE STRAIN IS PUT ON YOUR BACK MUSCLES.

THE LOAD

KEEP THE LOAD AT ARMS' LENGTH. YOUR LIFTING ABILITY DECREASES 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 AND 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 SAME LOAD, THE LIFTERS SHOULD BE APPROXIMATELY THE SAME SIZE. KEEP A FIRM GRIP AND SECURE FOOTING. LIFT AND LOWER YOUR LOAD TOGETHER. BE CAREFUL NOT TO DROP THE LOAD - YOU COULD CAUSE A PARTNER TO BE INJURED. APPOINT A LEADER TO SEE THAT EVERYONE WORKS TOGETHER AS A TEAM.

IV. 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 "OVERLOAD" MUSCLES.

FIRM CHAIRS GIVE YOUR BACK SUPPORT, ALLOWING IT TO RELAX - AVOID SOFT CHAIRS AND DEEP COUCHES. WHEN SITTING IN A CAR FOR A LONG DRIVE, 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 GETS HURT. IF YOU ARE OVERWEIGHT, LOSE THE EXTRA POUNDS. A SMALL WAISTLINE WILL PUT LESS PRESSURE ON BACK AND STOMACH MUSCLES. POSTURE IS IMPORTANT. LEARN TO KEEP YOUR HEAD IN LINE WITH YOUR SPINE NOT ONLY WHEN STANDING, BUT WHEN SITTING AND LYING DOWN.

V. 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:

1. SLEEP ON YOUR SIDE. SLEEPING ON YOUR STOMACH SWAYS YOUR BACK AND TWISTS YOUR NECK.
2. PLACE A PILLOW UNDER YOUR NECK (NOT UNDER YOUR HEAD) AND UNDER YOUR KNEES TO RELIEVE LOW BACK PAIN.
3. SLEEP ON A FIRM MATTRESS.
4. IF YOU EXERCISE, OMIT ANY WHICH ARCH OR OVER STRAIN YOUR LOWER BACK: BACKWARD BENDS, FORWARD BENDS OR TOUCHING YOUR TOES, FOR EXAMPLE.

FOLLOW THE STANDING AND SITTING SUGGESTIONS IN SECTION IV ABOVE.

REPORT ALL INJURIES!!!
IN CASE OF EMERGENCY "911"
TELL SOMEONE!!!

FOREMAN'S REPORT OF ON THE JOB INJURY AMERICA 1ST ROOFING & BUILDERS INC.

EMPLOYEE'S NAME_____

DATE OF INJURY_____ TIME_____ AM OR PM

JOB ADDRESS WHERE ACCIDENT OCCURRED_____

WHAT WAS EMPLOYEE DOING WHEN INJURED_____

DESCRIPTION OF HOW ACCIDENT OCCURRED_____

EXTENT OF EMPLOYEE'S INJURIES (IN YOUR OPINION)_____

WHO GAVE FIRST AID_____

WAS THIS IN THEIR REGULAR LINE OF WORK_____

DID EMPLOYEE LEAVE THE JOB_____ WHO AUTHORIZED_____

DID HE / SHE OR IS HE / SHE LOSING TIME_____ EXPECTED BACK_____

ACCIDENT REPORTED TO WHOM_____ WHEN_____

NAME & ADDRESS OF WITNESS(S)_____

COULD THIS ACCIDENT HAVE BEEN PREVENTED_____ HOW_____

HAVE THE CORRECTIVE STEPS BEEN TAKEN_____ IF NOT, WHEN WILL TRY BE COMPLETED_____

OWNER / OFFICE NOTIFIED_____ DATE_____

FOREMAN'S SIGNATURE_____ DATE_____

WORKERS COMPENSATION CLAIMS REPORTING

COMPENSATION INJURY REPORTING:

THERE ARE A COUPLE OF REASONS WHY IT IS IMPORTANT TO REPORT ALL WORK INCURRED INJURIES IN A PROMPT MANNER.

BY LAW, EMPLOYERS HAVE FIVE WORKING DAYS TO REPORT WORK-INCURRED INJURIES TO THE INSURANCE CARRIER.

IN CASE OF A SERIOUS INJURY INVOLVING DEATH, DISMEMBERMENT, DISFIGUREMENT OR FOR HOSPITALIZATIONS OF MORE THAN 24 HOURS FOR OTHER THAN OBSERVATION REASONS, EMPLOYERS ARE REQUIRED TO NOTIFY THE NEAREST OUCH OFFICE WITHIN 24 HOURS.

TO MINIMIZE ANY DELAY IN MEETING OUR RESPONSIBILITIES, ALL OPERATING COMPANIES SHALL ADHERE TO THE FOLLOWING PROCEDURES IN THE REPORTING OF INJURIES:

FOREMEN SHALL COMPLETE A (FOREMAN'S REPORT OF THE INJURY) FORM BY THE END OF THE SHIFT THAT THE INJURY OCCURRED ON.

THE SECRETARY/ADMINISTRATIVE ASSISTANT WILL COMPLETE AN EMPLOYERS REPORT OF OCCUPATIONAL INJURY OR ILLNESS FORM AND DISTRIBUTE IT AS FOLLOWS:

1. SEND THREE COPIES OF THE EMPLOYEES REPORT OF INJURY TO THE WORKER'S COMPENSATION INSURANCE CARRIER.
2. SEND ONE COPY OF THE EMPLOYERS REPORT OF INJURY AND THE FOREMAN'S REPORT TO THE COMPANY OWNER.
3. RETAIN A COPY OF BOTH FOR THE FILES.

IN THE EVENT OF A SERIOUS INJURY, THE OWNER SHOULD BE NOTIFIED IMMEDIATELY!

FATALITY PROCEDURE & CHECK LIST

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, Safety Manager) will call to report the fatality to the L&I office closest to the incident M-F during normal business hours. The same company rep. should call OSHA "Fatality Hot line" 24 hours. seven days a week at 1-800-321-6742, but local office should be first choice.
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?
 - a. If on the job site, did the EMT's arrive? Did L&I inspectors arrive?
 - b. If at the hospital, make sure the hospital has all accurate information on the victim, i.e. name of the deceased, social security number, employer, address, phone number, make sure claim form is filled out properly.
 - c. Has an L&I claim number been assigned? What is the claim number?
4. Safety manager / officer will be conducting the accident investigation and schedule when it will take place, and will fully cooperate with state investigator assigned to the incident.
5. Take pictures to document the event and preserve evidence until a thorough investigation is completed.
6. Gather pertinent information:
 - a. How old was victim?
 - b. Does victim have 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 the L&I has a procedure to notify the spouse of benefits. One they determine coverage, L&I will immediately issue a down payment of approximately \$2,500 so that the spouse can focus on the victim. L&I has a flat fee for funeral expenses equal to two times the state average wage or about \$5,000. They will have one of their field staff contact the surviving spouse to complete all 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. **ROOFING** 3TAB - DIM - OTHER _____ **ROOF PITCH** _____
8. **SAFE ACCESS TO THE ROOF?** / **¿ACCESO SEGURO A EL TECHO?** YES - NO
9. **LADDER/S SECURED?** **¿ESCALERA/S ASEGURADA?** YES - NO
10. **SKYLIGHTS** YES- NO **HOW MANY?-¿CUÁNTOS?** _____
11. **OPENINGS / HOYOS** YES- NO **HOW MANY?-¿CUÁNTOS?** _____
12. **OTHER HAZARDS / OTROS PELIGROS** YES- NO **DESCRIBE/DESCRIBIR** _____

METHOD OF PROTECTION

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

INSTALLATION-ASSEMBLY of fall protection system will start before any work begins above ten feet. 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. America 1st supervisors will make available temporary anchors for roofers 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,

DISSEMBLY PROCESS of fall protection system is reversed. All work will be done while working in 100% fall arrest.

SAFE STORAGE OF TOOL AND MATERIALS YES NO

Behind skylights and chimneys. Roof brackets with planks also used to prevent tools and material slipping.

OVERHEAD PROTECTION YES NO

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.

PRE-JOB EQUIPMENT INSPECTION:

17. **HARNES:** GOOD BAD **LANYARD:** GOOD BAD **ROPE GRAB:** GOOD BAD
18. **CARABINERS:** GOOD BAD **LADDERS:** GOOD BAD **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 which 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 victim is in need of advanced medical care call 911. 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 digressing from 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 degressing to lower level.

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

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 FALL PROTECTION WORK 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 CONTAINED IN THE FALL PROTECTION WORK PLAN SHALL BE COMMUNICATED IN A PRE-JOB MEETING TO MAKE CERTAIN THAT ALL EMPLOYEES ARE AWARE OF EXISTING HAZARDS AND THE REQUIREMENTS FOR PROTECTIVE EQUIPMENT AND SYSTEMS. EACH EMPLOYEE SHALL SIGN & 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 DESCRIPTION:

THIS WILL PROVIDE SITE SPECIFIC INFORMATION. ENTER THE MINIMUM HEIGHT, WIDTH, LENGTH, SLOPE AND TYPE OF ROOF YOU ARE WORKING ON.

HAZARDS:

A ROOF TOP WORKING ENVIRONMENT IS A HAZARD; THE ITEMS THAT ARE MENTIONED ARE ONLY A FEW OF THE MORE PROMINENT ON AN AVERAGE JOB. ANY HAZARD THAT IS NOT LISTED, THAT EXISTS ON A PROJECT SHALL BE LISTED ON THE REVERSE SIDE OF THE FORM UNDER SPECIAL CONDITIONS. THE COMPETENT PERSON SHALL COMMUNICATE ALL THE IDENTIFIABLE HAZARDS TO EVERY WORKER ON SITE.

METHOD OF PROTECTION:

SELECT THE APPROPRIATE MEANS OF FALL PROTECTION IN ACCORDANCE WITH THE STANDARDS. 296-155- PART C1 WAC

PRE-JOB EQUIPMENT INSPECTION, HANDLING, STORING, 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 SHOW MILDEW, CUTS, ABRASIONS, AND EXCESSIVE WEAR THAT MAY COMPROMISE THE SAFETY FACTOR.
2. PROTECT EQUIPMENT IN STORAGE FROM MILDEW, DETERIORATION, CUTS, ABRASIONS.
3. ALL TOOLS AND MATERIAL WILL BE SECURED TO NOT SLIDE OUT OF PLACE AND OFF ROOF.

EMERGENCY INFORMATION:

UPON ARRIVING AT THE SCENE OF AN ACCIDENT, QUICKLY ASSESS THE POTENTIAL HAZARDS IN THE IMMEDIATE SURROUNDING AREA, ASSESS CONDITION OF INJURED PERSON/S, APPLY FIRST AID IF NECESSARY, THEN CALL 911 OR TRAINED EMERGENCY PERSONS IF INJURIES REQUIRE IT. DO NOT MOVE THE INJURED PERSON OR PERSONS UNLESS THE SURROUNDINGS POSE AN IMMEDIATE DANGER. IF POSSIBLE WAIT UNTIL TRAINED EMERGENCY PERSONAL ARRIVES ON THE SCENE FOR REMOVAL OF INJURED PERSON/S.

SAFETY PAYS! THIS FORM MUST BE ON SITE AT ALL TIMES!

AMERICA 1ST ROOFING & BUILDERS INC. JOB HAZARD ANALYSIS (ROOFERS)

DATE: _____

SCOPE OF WORK: _____

NAME OF DEVELOPEMENT: _____

ANALYSIS MADE BY: _____

<u>WORK CONDUCTED</u>	<u>POTENTIAL HAZARDS</u>	<u>ACTION TAKEN</u>
Handling ladders	Muscle sprains / strains	Proper lifting technique Lift w/legs not back
Climbing ladder	Falls	Secure footing &at top
Handling roofing materials	Muscle sprain, strain, & back	Proper lifting technique Lift w/legs not back
Working 10' & above	Falls	Correct use of personal fall protection system
Use of pneumatic nailers Use of air compressors	Eye & body part injuries	Safety glasses 100% Trainig in proper use of air tools to prevent accidental disscarge of nail into hand, foot, eye
Overhead hazards	Head injuries	Hard Hats 100%
Overhead Hazards / workers below	Being struck by falling tool/material	Set up drop zones Post overhead haz signs
Using saws, hammers, knives, ect.	Cuts, scrapes, contusions, ect.	Employees trained in first aid & supplied with first aid kits
Handling sheet metal flashing, edge &valley metal	deep cuts to finger/ hands	Recomend use of gloves Make avaiable gloves

Personal protective equipment required & recomended for this work:
 Personal fall protection System (ropes, harness, temporary anchors)
 Hard hats & safety glasses
 Rope fasteners to secure ladders at top
 Gloves for hands
 Overhead hazard signs and caution tape to set up drop zones

SIGNATURE OF COMPETENT PERSON _____

INSPECTION:

ALL EQUIPMENT SHALL BE INSPECTED BY A COMPETENT PERSON PRIOR TO INSTALLATION ON ANY JOB SITE. INSPECTIONS SHALL BE PERFORMED ONCE A DAY OR WEEK THROUGHOUT THE DURATION OF EACH PROJECT AND ANY DEFICIENCIES CORRECTED IMMEDIATELY. INDIVIDUAL ONSITE PERSONNEL SHALL BE RESPONSIBLE FOR INSPECTION OF PERSONAL FALL PROTECTION EQUIPMENT ON A REGULAR BASIS. ANY DEFICIENCIES MUST BE REPORTED TO SUPERVISOR IMMEDIATELY FOR CORRECTIVE ACTION. IT IS ALSO THE RESPONSIBILITY OF ALL EMPLOYEES TO NOTIFY THEIR SUPERVISOR OF ANY DEFICIENCY OF ANY FALL PROTECTION SYSTEM OR PERSONAL PROTECTION DEVICE.

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:

1. WEEKLY GENERAL SAFETY MEETINGS, WHERE SPECIFIC JOB SITE SAFETY REQUIREMENTS AND GENERAL SAFETY REQUIREMENTS CAN BE DISCUSSED IN AN OPEN FORUM STYLE WHERE ALL EMPLOYEES ARE ENCOURAGED TO PARTICIPATE. NEW INFORMATION REGARDING THE CARE AND USE OF SAFETY EQUIPMENT SHALL BE DISCUSSED AS WELL AS PAST ACTIVITIES WHICH RELATE TO SAFETY. MINUTES OF THESE SHALL BE KEPT AS A PERMANENT RECORD AS REQUIRED BY THE STANDARDS. ALL EMPLOYEES IN ATTENDANCE IN THIS CLASS SHALL ACKNOWLEDGE THEIR PRESENCE BY SIGNING A TRAINING SHEET.
2. A YEARLY SAFETY TRAINING CLASS SHALL BE HELD. THIS CLASS SHALL CONSIST OF GENERAL SAFETY TRAINING AND IN DEPTH TRAINING IN THE USE AND METHOD OF PROPER FALL PROTECTION. ALL EMPLOYEES IN ATTENDANCE WILL BE REQUIRED TO ACKNOWLEDGE THEIR PRESENCE BY SIGNING A TRAINING SHEET.

ASSEMBLY:

1. THE ASSEMBLY OF ALL FALL PROTECTION SYSTEMS SHALL BE AT THE DIRECTION OF A COMPETENT PERSON AND BE IN ACCORDANCE WITH ALL GENERAL REQUIREMENTS OF WAC 296-155-245 INCLUSIVE OF ALL SECTIONS AND SUBSECTIONS. REFER TO PART C-1(WAC 296-155-24525). FOR SPECIFIC CODES REQUIRING THE USE OF FALL PROTECTION EQUIPMENT.

A. ANCHORAGE OF LANYARDS, LIFELINES AND GUARD RAILS SHALL BE MADE ON OBJECTS WITH STRUCTURAL INTEGRITY. ALL ITEMS OF THE SYSTEM SHALL BE IN GOOD CONDITION AND, WHEN INSTALLED, BE ABLE TO WITHSTAND THE REQUIRED LOADS DEFINED BY THE WAC STANDARDS.

B. WARNING LINE SYSTEMS SHALL BE INSTALLED IN ACCORDANCE WITH WAC 296-155-24515(3) WITH RESPECT TO PLACEMENT OF STANCHIONS, LINE MATERIALS, CHARACTERISTICS AND PHYSICAL PROPERTIES.

C. SCAFFOLDING USED AS "CATCH PLATFORMS" SHALL MEET THE REQUIREMENTS OF WAC 296-155-485, NO MODIFICATIONS TO THE INSTALLED SYSTEMS SHALL BE MADE UNLESS UNDER THE DIRECTION OF THE COMPETENT PERSON.

DISASSEMBLY:

THE DISASSEMBLY OF ALL FALL PROTECTION SYSTEMS SHALL BE OVERSEEN BY A COMPETENT PERSON. PROTECTION OF ALL EMPLOYEES SHALL BE PROVIDED AS REQUIRED BY WAC STANDARDS. ALL SITE WORK SHALL BE COMPLETED AND SAID DISASSEMBLY SHALL BE THE ONLY WORK BEING PERFORMED. AS ALLOWED BY THE STANDARDS, REMOVAL OF SYSTEMS AT LEADING EDGE SITUATIONS SHALL UTILIZE A SYSTEM OF WARNING LINE IN CONJUNCTION WITH 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 DISTINGUISHABLE FROM THE LEADING EDGE WORKERS.

MAINTENANCE

1. MAINTENANCE OF INSTALLED SYSTEMS SHALL BE A COMBINATION OF DAILY INSPECTION AND NECESSARY ADJUSTMENT AT THE DIRECTION OF A COMPETENT PERSON. MAINTENANCE OF EQUIPMENT SHALL BE AS FOLLOWS:

A. BELTS, HARNESES, LANYARDS AND LIFELINES NOT IN USE SHALL BE STORED SO AS TO PROTECT FROM PHYSICAL DAMAGE AND THE POSSIBILITY OF DEGRADATION FROM MOISTURE.

2. ASSEMBLY/DISASSEMBLY CONTINUED

B. GUARD RAILS 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 WD40 TO INSURE CORROSION RESISTANCE

PRE JOB SAFETY CHECK LIST AMERICA 1ST ROOFING & BUILDERS INC.

Fall Protection Plan has been updated to include Pre Job Safety Checklist.
Refer to PG. 18 of Safety Manual

JOB SITE SAFETY

1. JOB SITE 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 TO THE KETTLE AND THE ROOF TOP.
3. LADDERS SHALL COMPLY WITH WISHA STANDARDS, BE IN GOOD CONDITION, BE FASTENED WHEN THEY ARE IN PLACE, AND BE ON A FIRM BASE. THEY SHALL EXTEND 36" ABOVE THE ROOF OR PARAPET AND THE BASE SHALL BE PLACED AT A DISTANCE FROM THE BUILDING OF 1/4 THE HEIGHT OF THE BUILDING WALL. LADDERS ARE TO BE USED EXCLUSIVELY FOR TRANSPORTATION OF PERSONS, ONE PERSON AT A TIME.
4. A FIRST AID KIT(S) SHALL BE ON THE JOB SITE AT ALL TIMES ALONG WITH A CURRENT LIST OF EMERGENCY TELEPHONE NUMBERS. EMPLOYEES SHALL BE INFORMED OF THE LOCATION OF THESE ITEMS.
5. FLAMMABLES SHALL BE KEPT ONLY IN U.L. OR F.M. LISTED CANS. 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. .
8. KETTLES AND TANKERS SHALL HAVE PROPER FITTING LIDS, BE KEPT IN GOOD CONDITION AND BE EQUIPPED WITH GAUGES IN GOOD WORKING CONDITION.
9. ALWAYS INSPECT YOUR VEHICLE OR EQUIPMENT BEFORE AND AFTER DAILY USE.
10. EACH OPERATOR IS RESPONSIBLE FOR THE SECURITY AND STABILITY OF THEIR LOAD.
11. KETTLE TEMPERATURES SHALL BE KEPT BELOW THE BITUMEN FLASH POINT. LOADING AND HANDLING OF BITUMEN AND OPERATION OF HEATING EQUIPMENT SHALL BE DONE IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS AND INSTRUCTIONS.
12. NEVER DIRECT BURNER TOWARD A FUEL TANK, LP BOTTLE, HOSE, KETTLE OR FLAMMABLE MATERIAL.
13. ALL TOOLS AND EQUIPMENT SHALL BE IN SAFE AND SERVICEABLE CONDITION AND INSPECTED PERIODICALLY.
14. ALL EQUIPMENT WITH MOVING PARTS SHALL BE OPERATED WITH GUARDS IN PLACE,
15. EQUIPMENT SHALL NOT BE REPAIRED WHILE IT IS IN OPERATION.
16. ALL ELECTRICAL EQUIPMENT AND EXTENSION CORDS SHALL BE EQUIPPED WITH A GROUND WIRE.
17. EMPLOYEES WORKING IN THE PROXIMITY TO ANY PART OF AN ELECTRICAL POWER CIRCUIT, WITH WHICH THEY MAY COME INTO CONTACT, WILL BE PROTECTED AGAINST ELECTRICAL SHOCK. (SEE WAC 269-24-960).

18. PERIMETER PROTECTION ON SLOPED ROOFS:

I. 4/12 TO 8/12:

- A. EVE GUARDS SHALL BE USED, CONSISTING OF PLANKS SUPPORTED BY METAL BRACKETS. THE EVE GUARDS SHALL BE ADJUSTED SO THE PLANK IS PERPENDICULAR TO THE ROOF.
- B. EACH PLANK SHALL BE SUPPORTED BY A MINIMUM OF THREE BRACKETS WITH A SEVEN FLOOR MAXIMUM SPAN BETWEEN THE BRACKETS.
- C. FOR WOOD AND COMPOSITION SHINGLES A 2X6 PLANK SUPPORTED BY ROOFING BRACKETS SHALL BE ERECTED AT THE EVE AND BELOW THE AREA IN WHICH WORK IS TAKING PLACE.

II. ON ROOFS STEEPER THAN 8/12, SAFETY LINES OR A FORTY TWO INCH BARRIER AT THE EAVES SHALL BE PROVIDED.

19. PERIMETER PROTECTION ON FLAT ROOFS:

I. MATERIALS HANDLING AREAS:

- A. EMPLOYEES WORKING IN ROOF EDGE MATERIAL HANDLING AREAS SHALL BE PROTECTED BY THE USE OF A LIFELINE OR GUARD RAILS AT THE WORK AREAS.
- B. WHERE LIFELINES ARE USED, THEY SHALL BE RIGGED TO ALLOW MOVEMENT ONLY TO THE ROOF EDGE.
- C. LIFELINES OR LANYARDS SHALL NOT BE ATTACHED TO HOISTS.
- D. WHERE GUARD RAILS ARE USED AT BITUMEN PIPE OUTLETS, THE PIPE SHALL BE POSITIONED SO THAT A MINIMUM OF FOUR FEET OF GUARD RAIL EXTENDS ON EACH SIDE OF THE PIPE.
- E. WHERE GUARD RAILS ARE USED AT HOISTING AREAS, ONE SECTION SHALL BE ERECTED ON EACH SIDE OF THE HOIST.
- F. A CHAIN OR GATE SHALL BE PLACED ACROSS THE OPENING BETWEEN THE GUARD RAIL SECTIONS WHEN ACTUAL HOISTING IS NOT TAKING PLACE.

II. FLAT ROOF OPERATIONS WITH A WARNING LINE:

- A. EXCEPT IN THOSE 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, 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 THE EMPLOYEES ENGAGED IN ROOFING APPLICATIONS WHEN THEY APPROACH THE ROOF EDGE.
- B. THE WARNING LINE SYSTEM SHALL BE USED ON ANY ROOF, REGARDLESS OF SIZE, WHERE MECHANIZED ROOF APPLICATION EQUIPMENT IS IN USE.
- C. THE WARNING LINE SHALL CONSIST OF STANCHIONS AND ANY ROPE, WIRE OR SIMILAR DEVICES RIGGED AND SUPPORTED IN SUCH A WAY THAT ITS LOWEST POINT IS NO LESS THAN THIRTY-NINE INCHES FROM THE ROOF DECK AND ITS HIGHEST POINT IF NO GREATER THAN FORTY-FIVE INCHES FROM THE DECK, HAVE RED WARNING FLAGS EVERY SIX FEET, OR ANY SYSTEM THAT WILL PROVIDE EQUIVALENT PROTECTION TO EMPLOYEES.
- D. WHERE THE WORK INVOLVES THE USE OF MECHANIZED ROOF APPLICATION EQUIPMENT, THE WARNING LINE SHALL BE ERECTED NOT LESS THAN TEN FEET FROM THE PARALLEL ROOF EDGE. IN ALL CASES, THE WARNING LINE MAY BE ERECTED NOT LESS THAN SIX FEET FROM THE ROOF EDGE.
- E. THE WARNING LINE SHALL BE ERECTED WITHER 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.
- F. PERIMETER WARNING LINES SHALL BE EXTENDED TO THE EDGE OF THE ROOF AT LADDERS AND MATERIALS HANDLING AREAS IN ORDER TO FORM A PATH TO THE EDGE.
- G. MATERIALS OR EQUIPMENT SHALL NOT BE STORED OUTSIDE THE WARNING LINE.
- H. MECHANIZED EQUIPMENT SHALL NOT BE USED OUTSIDE THE WARNING LINE.
- I. APPLICATION OF MATERIALS OUTSIDE THE WARNING LINE SHALL BE ACCOMPLISHED UNDER THE DIRECT SUPERVISION OF THE JOB SITE SUPERVISOR OR SAFETY MONITOR.

- J. THE SUPERVISOR/MONITOR SHALL ASSURE THAT ROOFING OPERATIONS OUTSIDE THE WARNING LINE ARE ACCOMPLISHED WITH A MINIMAL EXPOSURE TO THE ROOF EDGE AND WITH DUE REGARD TO THE EXPERIENCE AND ABILITIES OF THE WORKERS.
- III. ROOFING OPERATIONS ON FLAT ROOFS ON WHICH A WARNING LINE IS NOT REQUIRED:**
- A. MECHANIZED APPLICATION SHALL NOT BE USED.
 - B. APPLICATION OF MATERIALS SHALL BE ACCOMPLISHED ONLY UNDER THE DIRECT SUPERVISION OF THE JOB SITE SUPERVISOR OR SAFETY MONITOR.
 - C. 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.
 - D. A SAFETY MONITOR MAY BE ASSIGNED IN ACCORDANCE WITH WAC 296-155-505 (7)
- IV. NO ADDITIONAL PERIMETER PROTECTION SHALL BE REQUIRED ON ANY ROOF OR PART THEREOF CONTAINING A PARAPET WALL OF OTHER SIMILAR BARRIER AT THE ROOF PERIMETER AT LEAST THIRTY-SIX INCHES HIGH.**
- 20. EMPLOYEES SHALL BE ON ALERT FOR HAZARDS CAUSED BY OTHER TRADES AND IMMEDIATELY REPORT ANY SUCH HAZARDS TO THEIR SUPERVISOR. SEVERE HAZARDS SHALL ALL BE CORRECTED BEFORE WORK CONTINUES IN THE ROOFERS WORK AREA.**
- 21. HOISTING EQUIPMENT:**
- A. MATERIAL HOISTING EQUIPMENT SHALL NOT BE USED FOR THE TRANSPORTATION OF PEOPLE.
 - B. CONSTRUCTION MATERIAL SHALL NOT BE USED FOR COUNTERWEIGHTS.
 - C. HOISTING EQUIPMENT SHALL BE INSPECTED WEEKLY BY MECHANIC OR SUPERVISOR AND A WRITTEN REPORT SHALL BE MADE.
 - D. HOISTING EQUIPMENT IN USE SHALL BE INSPECTED DAILY BY A SUPERVISOR.
- 22. LP GAS CYLINDERS:**
- A. MAINTAIN CYLINDERS AS PER SUPPLIERS INSTRUCTIONS.
 - B. CYLINDERS SHALL BE MARKED "FLAMMABLE".
 - C. WHEN BEING STORED OR TRANSPORTED, KEEP CYLINDERS FASTENED SECURELY IN AN UPRIGHT POSITION AND BE SURE CONTAINER VALVE IS CLOSED WITH SAFETY CAP OR COLLAR IN PLACE.

- D. CYLINDERS SHALL NOT BE DROPPED OR ALLOWED TO STRIKE EACH OTHER.
 - E. CYLINDERS SHOULD BE MOVED BY MEANS OF A HAND TRUCK. IF ABSOLUTELY NECESSARY TO MOVE THEM BY HAND, ROLL THEM ON THE BOTTOM EDGE. NEVER DRAG THEM.
 - F. CHECK PRESSURE REGULATOR PRIOR TO USE AND ADJUST ACCORDINGLY.
 - G. CHECK HOSE PRIOR TO USE FOR CUTS, CRACKS OR WORN PLACES. REPLACE IMMEDIATELY IF ANY OF THESE ARE PRESENT.
 - H. USE A HEAT SHIELD TO PROTECT CONTAINERS WHEN THEY ARE MOUNTED ON A KETTLE.
 - I. WHEN IN DOUBT, ALWAYS CONSIDER CYLINDERS TO BE FULL AND HANDLE THEM ACCORDINGLY. ACCIDENTS HAVE RESULTED WHEN CONTAINERS UNDER PARTIAL PRESSURE WERE THOUGHT TO BE EMPTY.
23. **ALL FOREMEN, SUPERVISORS OR PERSONS IN CHARGE OF CREWS WILL BE FIRST AID TRAINED UNLESS THEIR DUTIES REQUIRE THEM TO BE AWAY FROM THE JOB SITE, IN WHICH CASE ANOTHER PERSON TRAINED IN CPR AND FIRST AID WILL BE ASSIGNED TO CREW.**
24. **PROCEDURE FOR INJURY OR ILLNESS ON THE JOB SITE:**
- A. **OWNER OR SUPERVISOR IMMEDIATELY TAKE CHARGE.**
 - 1. SUPERVISE AND/OR ADMINISTER FIRST AID.
 - 2. ARRANGE FOR TRANSPORTATION TO MEDICAL FACILITY IF NECESSARY.
 - 3. NOTIFY OWNER OR TOP MANAGEMENT IF NOT ALREADY PRESENT.
 - 4. DO NOT MOVE ANYTHING UNLESS ABSOLUTELY NECESSARY, PENDING INVESTIGATION OF THE ACCIDENT.
 - 5. DEPENDING ON THE EXTENT OF INJURIES, ACCOMPANY INJURED PARTY TO MEDICAL FACILITY OR TAKE HIM/HER HOME.
 - 6. REMAIN WITH THE INJURED PARTY UNTIL RELIEVED.
 - B. **DOCUMENTATION**
 - 1. MINOR INJURIES (THOSE REQUIRING DOCTOR OR OUTPATIENT CARE): AFTER THE EMERGENCY ACTIONS FOLLOWING ACCIDENT, AND INVESTIGATION OF THE ACCIDENT WILL BE CONDUCTED BY THE IMMEDIATE SUPERVISOR AND ANY WITNESSES TO DETERMINE THE CAUSE(S). THE FINDINGS WILL BE DOCUMENTED ON PROPER FORMS.

2. MAJOR INJURIES (FATALITY OR MULTIPLE HOSPITALIZATIONS) TOP MANAGEMENT MUST SEE THAT THE STATE DEPARTMENT IS NOTIFIED AS SOON AS POSSIBLE (AT LEAST WITHIN 24 HOURS). HE/SHE WILL THEN ASSIST THE DEPARTMENT IN THE ENSUING INVESTIGATION.

- C. **NEAR MISSES**
 1. ALL NEAR MISSES (CLOSE CALLS) WILL BE INVESTIGATED.
 2. DOCUMENT ALL FINDINGS ON THE PROPER FORMS.

PERSONAL SAFETY

1. LONG SLEEVED SHIRTS SHALL BE WORN AT ALL TIMES WITH SLEEVES DOWN AND FRONTS BUTTONED.
2. LACED, HIGH-TOP WORK BOOTS WITHOUT HOOKS SHALL BE WORN AT ALL TIMES EXCEPT WHEN WORKING ON ROOFS STEEPER THAN 4/12 OR WHEN APPLYING SPECIAL ROOFING REQUIRING OTHER TYPES OF SHOES.
3. PROPER STRAIGHT-LEGGED, FULL-LENGTH, CUFF LESS PANTS SHALL BE WORN OUTSIDE OF THE BOOTS.
4. HARD HATS SHALL BE WORN AT ALL TIMES WHEN THEIR IS A HAZARD ABOVE.
5. GLOVES SHALL BE WORN AT ALL TIMES, GLOVES SHALL HAVE A SNUG FITTING CUFFS AND EXTEND UP UNDER THE SHIRT SLEEVES.
6. FACE SHIELD SHALL BE USED BY KETTLE MEN WHEN LOADING OR WITHDRAWING BITUMEN.
7. SAFETY GLASSES SHALL BE USED WHEN USING PNEUMATIC STAPLERS & CHAIN SAWS.
8. FACE CREAM SHALL BE USED WHEN WORKING WITH COAL TAR PITCH.
9. EMPLOYEES SHALL NOT RIDE ON THE BACK OF OPEN TRUCKS.
10. JEWELRY SUCH AS RINGS, BRACELETS, NECK CHAINS, ETC. SHOULD NOT BE WORN.
11. SPECIAL SAFETY EQUIPMENT IS FOR YOUR PROTECTION. USE IT WHEN REQUIRED. KEEP IT IN GOOD CONDITION AND REPORT LOSS OR DAMAGE OF IT IMMEDIATELY.

YARD SAFETY

1. MATERIALS SHALL BE PROPERLY STACKED AND STORED.
2. VEHICLES SUPPORTED BY JACKS SHALL HAVE PROTECTIVE BLOCKING WHENEVER BEING WORKED 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 AN EMPLOYEE OUTSIDE THE VEHICLE WHILE BACKING UP.
7. TRASH AND DEBRIS SHALL BE STORED IN PROPER CONTAINERS.

GENERAL SAFE PRACTICES IN ROOFING

1. MAKE SURE THE ROOF IS STRUCTURALLY SOUND BEFORE CLIMBING OR SETTING MATERIALS ON IT.
2. ROOF OPENINGS SHOULD BE COVERED WITH A STRONG MATERIAL (NOT ROOFING MATERIALS) OR PROTECTED WITH A STANDARD GUARD RAIL WHEN WORKING ON THE ROOF.
3. WHEN WORKING ON PITCHED ROOF WHERE THERE IS A FALL DANGER BE SURE TO USE SAFETY HARNESES AND LANYARDS, CATCH PLATFORMS, SCAFFOLD PLATFORMS, EVE BARRIERS OR A ROOF JACK SYSTEM. ALL SAFETY DEVICES ARE TO BE CHECKED AND APPROVED BY THE FOREMAN BEFORE USE.
4. NEVER STORE MATERIALS CLOSE TO THE EDGE OF A ROOF OR ROOF OPENINGS.
5. EACH AND EVERY DAY, SECURE MATERIALS TO PREVENT THEM FROM BLOWING INTO WORKERS OR OFF OF THE ROOF. AT THE END OF EACH DAY, THE FOREMAN WILL BE RESPONSIBLE FOR PROPER SECURITY OF ALL MATERIALS AND SEEING THAT ALL MSDS' ARE ON THE JOB SITE.

A GUIDE TO SAFE ROOFING PRACTICES

TO ALL EMPLOYEES

THE SAFE WORK PRACTICES OUTLINED HERE, ARE FOR YOUR PROTECTION. ACCIDENTS HAPPEN WITHOUT WARNING AND MANY ARE CAUSED BY LACK OF KNOWLEDGE, INATTENTION AND THOUGHTLESSNESS. THE OBJECTIVE OF THESE WORK PRACTICES IS TO ASSIST YOU IN PREVENTING THE ACCIDENTS THAT CAN CAUSE SUFFERING, NOT ONLY TO YOU, BUT TO YOUR FAMILY AND DEPENDENTS AS WELL.

WE URGE EACH EMPLOYEE TO STUDY, UNDERSTAND AND FOLLOW THESE BASIC SAFETY RULES. IT IS IMPORTANT TO REMEMBER THAT NO SET OF SAFETY RULES CAN APPLY TO EVERY SITUATION OR CIRCUMSTANCE THAT MAY OCCUR AT A JOB SITE. THEREFORE, WE EXPECT YOU TO BE SAFETY MINDED AT ALL TIMES AND TO USE GOOD JUDGMENT IN DOING YOUR JOB. ADDITIONAL SAFETY RULES OR INSTRUCTIONS WILL BE ISSUED BY YOUR SUPERVISOR OR FOREMAN AS THE NEED ARISES, IF YOU ARE IN DOUBT ABOUT THE SAFETY OF A JOB OR OPERATION, ASK YOUR SUPERVISOR

GENERAL SAFETY RULES

1. WHEN PERFORMING YOUR JOB, FOLLOW INSTRUCTIONS AND DON'T TAKE CHANCES. IF YOU DON'T KNOW THE SAFE WAY TO DO THE JOB OR DON'T UNDERSTAND, ASK YOUR SUPERVISOR OR FOREMAN.³⁶
2. HELP KEEP THE JOB SITE, TOOLS AND EQUIPMENT CLEAN AND ORDERLY. GOOD HOUSEKEEPING IS CRITICAL TO JOB SAFETY.
3. CORRECT OR REPORT UNSAFE CONDITIONS. SOMEONE ELSE MAY GET HURT BECAUSE YOU DIDN'T TAKE TIME TO REMOVE OR REPORT A HAZARD.
4. REPORT ALL INJURIES PROMPTLY TO YOUR SUPERVISION/FOREMAN.
5. USE THE RIGHT TOOLS AND EQUIPMENT FOR THE JOB. USE THEM SAFELY.
6. MAKE YOURSELF FAMILIAR WITH THE INSTRUCTIONS FOR ALL TOOLS AND EQUIPMENT THAT YOU MAY BE REQUIRED TO USE ON THE JOB.
7. DON'T SMOKE WHILE HANDLING OR WORKING CLOSE TO FLAMMABLE LIQUIDS. SERIOUS BURNS AND FIRE LOSSES HAVE OCCURRED BECAUSE OF WORKERS SMOKING AROUND GASOLINE, LP GAS AND FLAMMABLE SOLVENTS.
8. WEAR SUITABLE SHOES FOR THE JOB. TRADITIONAL TENNIS SHOES WITH CANVAS TOPS, OR THIN OR SOFT SOLED ATHLETIC SHOES, OPEN TOED SANDALS, SLIPPERS OR DRESS SHOES SHOULD NEVER BE WORN ON ROOFING JOBS.
9. WEAR SUITABLE CLOTHING. SHORTS, SHORT SLEEVED SHIRTS AND T-TOPS ARE NOT SAFE WHEN WORKING WITH HOT TAR. SHORT SLEEVED SHIRTS ARE OK WHEN APPLYING SHAKES, OR COMPOSITION SHINGLES OR OTHER NAIL ON ROOFS.

PUBLIC LIABILITY

1. DO NOT PERMIT UNAUTHORIZED PERSONS ON THE ROOF AT ANY TIME. IF THEY FALL OR ARE INJURED, YOU COULD BE HELD RESPONSIBLE.
2. PLACE BARRICADES AND SIGNS AROUND WORK AREA TO WARN THE PUBLIC.
3. LOCATE EQUIPMENT SO THAT VAPORS AND DUST WON'T BE DRAWN INTO FRESH AIR INTAKE DUCTS OF AIR CONDITIONERS OR AIR PUMPS. ALSO BE ALERT TO THE PROBLEMS THAT MIGHT OCCUR IF VAPORS ENTER DOORWAYS OR WINDOWS AND, IF NECESSARY, TAKE PRECAUTIONS TO MINIMIZE THIS EXPOSURE.
4. WHEN APPLYING FLAMMABLE MATERIALS, SHUT OFF ELECTRICALLY POWERED EQUIPMENT ON THE ROOF AND TAKE CARE TO ELIMINATE ANY OTHER SOURCE OF IGNITION.
5. WHEN APPLYING FLAMMABLE MATERIALS, SHUT OFF ELECTRICALLY POWERED EQUIPMENT ON THE ROOF AND TAKE CARE TO ELIMINATE ANY OTHER SOURCE OF IGNITION.
6. AT NIGHT, LOCK AND SECURE THE LID AND SPIGOT ON THE KETTLE, LOCK TRUCKS, DEACTIVATE HOISTING EQUIPMENT AND TAKE DOWN LADDERS.
7. DO NOT SPRAY OR APPLY ANY MATERIALS WHEN THE WIND IS SUFFICIENT STRONG ENOUGH TO CARRY THE MATERIAL FROM THE ROOF. BE CONSTANTLY ALERT FOR OVERDRAFT HAZARDS CREATED BY SPRAY OPERATIONS.
8. TOOLS AND EQUIPMENT, ESPECIALLY LADDERS, SHOULD NOT BE LOANED TO OTHERS.
9. BE SURE TO PARK VEHICLES SO THAT THEY DO NOT POSE A HAZARD TO OTHER TRAFFIC MOVING AROUND THE JOB SITE. TRUCKS AND EQUIPMENT SHOULD NOT BLOCK SIDEWALKS OR OTHER PEDESTRIAN TRAVEL WAYS WITHOUT PROVIDING A CLEAR, WELL-MARKED ALTERNATE ROUTE OF TRAVEL.

MATERIALS HANDLING

1. SEVERE INJURIES CAN RESULT FROM IMPROPER LIFTING TECHNIQUES. LIFTING IS EASY AND SAFE IF IT IS DONE THE RIGHT WAY. LIFTING IS EASY AND SAFE IF IT IS DONE THE RIGHT WAY. THESE GENERAL RULES SHOULD BE FOLLOWED WHEN LISTING:
 - A. BE SURE YOU HAVE GOOD FOOTING. YOUR FEET SHOULD BE PARTED, ONE BEHIND THE OBJECT AND IN POSITION TO GIVE YOU GOOD BALANCE FOR LIFTING THE LOAD
 - B. BEND YOU KNEES AND CROUCH DOWN FACING THE LOAD.
 - C. KEEP THE LOAD CLOSE TO YOUR BODY, GET A GOOD GRIP WITH THE WHOLE HAND, NOT JUST THE FINGERS.
 - D. LIFT WITH YOUR LEGS AND AVOID TWISTING YOUR BODY WHILE LIFTING. SHIFT WITH YOUR FEET INSTEAD.
 - E. CHECK THE PATH OF TRAVEL TO MAKE SURE IT IS CLEAR WITH THE WHOLE HAND, NOT JUST THE FINGERS.
2. AVOID LIFTING LOADS THAT ARE TOO HEAVY OR CUMBERSOME, "GET HELP".
3. USE MECHANICAL HOISTING OR LIFTING EQUIPMENT WHENEVER POSSIBLE.
4. WHEN MORE THAN ONE PERSON IS REQUIRED TO MOVE A LOAD, ONLY ONE SHOULD GIVE THE SIGNAL TO LIFT, MOVE OR LOWER THE LOAD.
5. WHEN LOADING A TRUCK, PRACTICE THE "FIRST IN, LAST OUT RULE."
6. DO NOT CARRY MATERIALS, TOOLS OR EQUIPMENT UP OR DOWN LADDERS. USE HOISTING EQUIPMENT. USE BOTH HANDS WHEN CLIMBING OR DESCENDING A LADDER.

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 and should be given special attention.

Other sections of the code may also apply to your 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 296-155-500-515
39 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 division of America 1st Roofing, on a monthly basis, 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 also available to be viewed and downloadable from the America 1st Roofing web site ---- www.americanrooftop.com

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 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 work day 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 employees of America 1st Roofing.

Heat Stress Plan

Symptoms of Heat Related Illnesses

- Heat Stroke:**
- *The most serious
 - *Due to the body's inability to maintain it's 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 accustom 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 personal 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 & 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

1. 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.
2. 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.
3. 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, where applicable.
4. An adequate supply of routine maintenance supplies (e.g. oil, brake fluid, power steering fluid, ect.) 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. An America 1st Roofing 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:

1. Because of insurance coverage restrictions, no one other than an employee of America 1st Roofing is allowed to drive a vehicle registered in the company name. Otherwise, there will be no insurance coverage for any accidents.
2. 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
3. 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.
4. 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.
5. A drivers are required to use and protect any company vehicle in a prudent manner, any damage caused by misuse will be the responsibility of the person who caused the damage.

6. If you are involved in an accident and it is determined that you are at fault the company will pay for on half of the deductible and the driver will pay the other half. Any future deductibles will be the personal responsibility of 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.
7. All vehicles are subject to inspection an road testing and any time.
8. 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 with 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 hazaards before backing out.

EMERGENCY PROCEDURES

All America 1st 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:

1. Do not leave the scene. Call the police , then call the office and advise the dispatch supervisor or an office representative of your situation.
2. Be Calm. Make every effort to avoid emotional exchanges with others involved. This invariably makes the situation worse.
3. Get the description and registration numbers of all vehicles involved.
4. Get names, addresses, and drivers licenses numbers from all drivers involved.
5. Where possible, get names, addresses, of vehicle occupants and witnesses.
6. Do Not Acknowledge Responsibility or otherwise discuss the accident with anyone other than the police authorities. Follow police instruction, and cooperate fully.
7. 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.

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