ROOFING, SIDING,

& SHEET METAL WORK

NAICS Code

238160 Roofing Contractors

238170 Siding Contractors

238190 Other Foundation, Structure, and Building Exterior Contractors

238390 Other Building Finishing Contractors

Section 9

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

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ALL EMPLOYEES

Lifting Procedures

General

1. Plan the move before lifting; remove obstructions from your chosen pathway.

2. Test the weight of the load before lifting by pushing the load along its resting surface.

3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dol­lies, pallet jacks and carts or get assistance from a co-worker.

4. If assistance is required to perform a lift, coordinate, and communicate your movements with those of your co-worker.

5. Never lift anything if your hands are greasy or wet.

6. Wear protective gloves approved by your supervisor when lifting objects with sharp corners or jagged edges.

7. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

When Lifting

1. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.

2. Face the load.

3. Bend at the knees, not at the back.

4. Keep your back straight.

5. Get a firm grip on the object with your hands and fingers. Use handles when present.

6. Perform lifting movements smoothly and gradually; do not jerk the load.

7. Hold objects as close to your body as possible.

8. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.

9. Set down objects in the same manner as you picked them up, except in reverse.

10. Slide materials to the end of the tailgate before attempting to lift them from a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

Housekeeping

1. Do not place materials such as tools, boxes, buckets, or trash in walkways and pas­sageways.

2. Do not kick objects out of your pathway; pick them up or push them out of the way.

3. Do not throw matches, cigarettes, or other smoking materials into trash bins.

4. Do not store or leave items on stairways.

5. Do not block or obstruct stairwells, exits or accesses to safety and emergency equip­ment such as fire extinguishers or fire alarms.

Ladder and Step Ladder Safety

1. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads or are otherwise visibly damaged.

2. Keep ladder rungs clean of grease. Remove buildup of material such as dirt, debris, or mud.

3. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.

4. Do not stand on the top two rungs of any ladder.

5. Do not stand on a ladder that wobbles or that leans to the left or right.

6. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.

7. One person shall be on the ladder at a time.

8. Do not use a ladder as a horizontal platform.

10. Secure the ladder in place by having another employee hold it.

11. Face the ladder when climbing up or down.

13. Maintain a three-point contact by always keeping both hands and one foot or both feet and one hand on the ladder when climbing up or down.

14. Do not carry items in your hands while climbing up or down a ladder.

OFFICE PERSONNEL

Office Safety: General

1. Store sharp objects such as pens, pencils, letter openers or scissors in drawers or with the points down in a container.

2. Carry pencils, scissors, and other sharp objects with the points down.

3. Do not jump from ramps, platforms, ladders, or step stools.

4. Do not run-on stairs or take more than one step at a time.

5. Use handrails when ascending or descending stairs or ramps.

6. Obey all posted safety and danger signs.

Furniture Use

1. Open one file cabinet drawer at a time.

2. Close drawers and doors immediately after use.

3. Use the handle when closing doors, drawers, and files.

4. Put heavy files in the bottom drawers of file cabinets.

5. Do not tilt the chair you are sitting in on its back two legs.

6. Do not stand on furniture to reach high places. Use a ladder or step stool to retrieve or store items that are located above your head.

Handling Supplies

1. Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.

2. Cut away from your body when using knives or case cutters.

Equipment Use

1. Use a staple remover, not your fingers, for removing staples.

2. Turn off and unplug office machines before adjusting, lubricating, or cleaning them.

3. Do not use fans that have excessive vibration, frayed cords, or missing guards.

4. Do not place floor type fans in walkways, aisles, or doorways.

5. Turn the power switch of the equipment to "off" when it is not being used.

STOCK/SUPPLY/MATERIAL HANDLING PERSONNEL

Personal Protective Equipment

1. Wear steel toed boots in warehousing and material handling environments designated by your supervisor.

2. Wear work gloves when handling rough, sharp-edged, or abrasive material such as chains, sheet metal, siding, flashing or cable ropes.

Forklift Safety

General

1. Only authorized and trained personnel are allowed to operate the forklifts.

2. Apply the foot brake and shift gears to neutral before turning the key.

3. Do not use bare forks as a man-lift platform.

4. Steer the forklift wide when making turns.

5. Sound the forklift horn when approaching blind corners, doorways, or aisles to alert other operators and pedestrians.

Lifting

1. Do not exceed the lift capacity of the forklift. Read the lift capacity plate on the fork­lift if you are unsure.

2. Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment to a forklift.

3. Lift the load an inch or two to test for stability; if the rear wheels are not in firm con­tact with the floor, take a lighter load or use a forklift that has a higher lift capacity.

4. Do not raise or lower a load while you are in route. Wait until you are in the loading area and have stopped before raising or lowering the load.

5. After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.

6. Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.

7. Do not drive the forklift while people are on the attached man-lift platform.

8. Drive unloaded forklifts in reverse when going up a ramp and forward when going down a ramp.

9. Drive a loaded forklift in a forward gear when going up a ramp. Upon approaching the ramp, raise the forks an additional two inches to avoid hitting or scraping the ramp surface.

10. Do not attempt to turn the forklift around on a ramp.

11. Do not use a gear for the opposite direction of travel to slow down or stop the forklift.

12. Lower the mast completely, turn the engine off and set the parking brake before leav­ing your forklift.

Specific Operations

Picking up a Load

1. "Square up" on the center of the load and approach it straight on with the forks in the travel position.

2. Stop when the tips of your forks are about a foot from the load.

3. Level the forks and slowly drive forward until the load is resting against the backrest of the mast.

4. Lift the load high enough to clear whatever is under it.

5. Back up about one foot, then slowly and evenly tilt the mast backward to stabilize the load.

Putting a Load Down

1. "Square up" and stop about one foot from the desired location.

2. Level the forks and drive to the loading spot.

3. Slowly lower the load to the floor.

4. Tilt the forks slightly forward so that you do not hook the load.

5. When the path behind you is clear of obstructions, back straight out until the forks have cleared the pallet.

Stacking One Load on Top of Another

1. Stop about one foot away from the loading area and lift the mast high enough to clear the top of the stack.

2. Slowly move forward until the load is squarely over the top of the stack.

3. Level the forks and lower the mast until the load is no longer supported by the forks.

4. Look over both shoulders for obstructions and back straight out if the path is clear.

ROOFING PERSONNEL

Housekeeping

1. Do not store or leave items on stairways.

2. Do not leave loose tools, lunch boxes or other items on rooftop. Return tools to their storage places after use.

3. Keep walking surfaces of elevated working platforms, such as scaffolds and equipment access pads on roofs, clear of tools and materials that are not being used.

4. Remove protruding nails or bend them down into the lumber by using a claw hammer.

5. Do not use gasoline for cleaning purposes.

6. Sweep up scraps and debris from around equipment such as drill presses, punches, or power shears by using a broom and a dustpan.

7. Do not drop debris through roof top openings unless the area below has been barri­caded at least 6 feet out from all edges of the opening.

8. Do not use gasoline for cleaning purposes.

Ladder and Step Ladder Safety

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.

2. Do not use a metal ladder on rooftops or within 50 feet of electrical power lines.

3. Do not jump from rooftops, chimney stacks or ladders.

4. Do not use scrap lumber, bundles of shingles or any other types of makeshift stacks or bundles of building materials as improvised climbing devices.

Personal Protective Equipment

1. Do not drill holes in or paint your hard hat.

2. Do not wear hard hats that are dented or cracked.

3. Wear the chemical goggles when using, applying, or handling chemical liquids or pow­ders from containers labeled "Caustic" or "Corrosive."

4. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.

5. Wear your earplugs or earmuffs in areas posted "Hearing Protection Required."

6. When handling hot tar, wear clothing made of cotton or non-synthetic fibers. Wear long sleeve shirts, long pants, and gloves.

7. Use lifelines, safety harnesses or lanyards when you are working higher than 6 feet off the ground.

8. Wear safety goggles while reaming, drilling, welding, or cutting metal.

9. Wear leather work gloves when handling rough, sharp-edged, or abrasive material such as chains, cables ropes or slings. Wear snug fitting gloves with cuffs that will extend up under the buttoned shirt sleeves.

10. Wear always laced high-top work boots except when working on roofs steeper than 4:12 or when applying special roofing materials that require other types of shoes.

11. Always wear your hard hats when someone is working above you.

12. Wear safety goggles when tearing off roofs, when using power tools or when installing coal tar pitch roofing material.

13. Use face cream when working with coal tar pitch.

14. Do not take work clothes home when exposed to coal tar pitch volatiles.

15. Change your work clothes before leaving the job site.

16. Place work clothes contaminated with coal tar pitch volatiles in a closed, labeled con­tainer approved by your employer.

When Respirators are provided

1. Shave daily to prevent facial hair from interfering with the face seal of the respirator.

2. Do not wear contact lenses when wearing a respirator.

3. Clean and return respirators to their carrying cases or cartons and store them in your locker or in a designated storage area as instructed by your employer when the work is completed.

4. Only use the respirator that has been fitted and issued to you.

5. Use your respirator when working with coal tar pitch.

Infection Control

1. Wash your hands after removing your gloves with soap or mild detergent and water before eating, smoking, using the toilet, or any areas of the body that may have con­tacted these volatiles at the end of each workday.

2. Use a mechanic's cream hand cleaner such as "Go-Jo" or "Humus" where water is not readily available.

Scaffolding

1. Follow the manufacturer's instructions when erecting the scaffold.

2. Do not work on scaffolds outside during stormy or windy weather.

3. Do not climb on scaffolds that wobble or lean to one side.

4. Initially inspect the scaffold prior to mounting it. Do not use a scaffold if any pulley, block, hook, or fitting is visibly worn, cracked, rusted, or otherwise damaged. Do not use a scaffold if any rope is frayed, torn or visibly damaged.

5. Do not use any scaffold tagged "Out of Service."

6. Do not use unstable objects such as bundles of shingles, steel drums or cans, crates, loose brick, or concrete blocks to support scaffolds or planks.

7. Do not work on platforms or scaffolds unless they are fully planked.

8. Do not use a scaffold unless guardrails and all flooring are in place.

9. Do not use strips of felt or any building material as a makeshift guardrail. Utilize

Guardrail system as outlined per manufacturers' instructions.

10. Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches.

11. Do not walk or work beneath a scaffold unless a wire mesh has been installed between the midrail and the toe board or planking.

12. Use your safety belts and lanyards when working on scaffolding at a height of 10 feet or more above ground level. Attach the lanyard to a secure member of the scaffold.

13. Do not climb the cross braces for access to the scaffold. Use the ladder.

14. Do not jump from, to or between scaffolding.

15. Do not slide down cables, ropes or guys used for bracing.

16. Keep both feet on the decking. Do not sit or climb on the guardrails.

17. Do not lean out from the scaffold. Do not rock the scaffold.

18. Keep the scaffold free of roofing material scraps, loose tools, and other obstructions.

19. Do not throw anything "overboard" unless a spotter is available. Use the debris chutes or lower things by hoist or by hand.

20. Do not move a mobile scaffold if anyone is on the scaffold.

21. Prior to using a rolling scaffold, chock the wheels with wheel blocks and lock them by using your foot to depress the wheel lock.

Lifting Equipment (chains, cables, ropes, slings, etc.)

1. Do not use chain slings if links are cracked, twisted, stretched, or bent.

2. Fabricate all wire in wire rope slings by using thimbles; do not form eyes by using wire clips or knots.

3. Do not shorten slings by using makeshift devices such as knots or bolts.

4. Do not use a kinked chain.

5. Protect slings from the sharp edges of their loads by placing pads over the sharp edges of the items that have been loaded.

6. Do not place your hands between the sling and its load when the sling is being tight­ened around the load.

7. Wear work gloves when handling rough, sharp-edged, or abrasive material such as chains, cables, ropes, or slings.

8. Do not alter or remove the safety latch on hooks. Do not use a hook that does not have a safety latch or if the safety latch is bent.

9. Lift the load from the center of the hooks, not from the point.

10. Do not use a ground-operated hoist in which the safety latch on the hook has been removed, is bent or is otherwise visibly damaged.

Job Site Safety

1. Do not walk under partially demolished walls or floors.

2. Stop working outdoors and seek shelter during lightning storms.

3. Do not begin working until barricades, warning signs or other protective devices have been installed to isolate the work area.

4. Do not throw or toss debris outside barricaded areas.

5. Walk around or step over holes, rocks, and roots in your pathway.

6. Stay clear of all trucks, forklifts, cranes, and other heavy equipment when in operation.

7. Do not approach any heavy equipment until the operator has seen you and has signaled to you that it is safe to approach.

8. Walk around or duck under protruding branches and limbs.

9. Do not walk on fallen trees; walk on the ground.

10. Do not clear brush by hand within 100 ft. of heavy equipment operations.

11. Keep combustible liquids stored and covered in approved containers.

Vehicular Safety (trucks and all terrain vehicles).

General

1. Drive on the graded roadways that have been leveled for this purpose.

2. Turn on low-beam headlights when driving on the site.

3. Drive up the slope or down the slope, not across the slope.

4. Hold onto vehicle when stepping out of it onto lose ground, holes, or rocks.

5. Tools and materials shall be secured to prevent movement when transported in the same compartment with employees.

6. Do not exceed the maximum number of people for which the vehicle is designed to transport.

7. Do not operate a loaded vehicle or load it, by means of cranes, power shovels, loaders, or similar equipment, if the vehicle does not have a cab shield and/or canopy to protect you from shifting or falling materials.

8. Do not carry extra fuel on any vehicle except in a properly mounted fuel tank approved by your employer.

Fueling Vehicles

1. Turn the vehicle off before fueling.

2. Do not smoke while fueling a vehicle.

3. Wash hands with soap and water if you spill gasoline on them.

Driving Rules

1. Shut all doors and fasten your seat belt before moving the vehicle.

2. Always obey all traffic patterns and signs.

3. Maintain a three-point contact using both hands and one foot or both feet and one hand when climbing into and out of vehicles.

4. Drive up the slope or down the slope not across the slope.

Trailer Safety

1. Set the parking brake in the towing vehicle and use wheel blocks to chock the wheels of the trailer before removing the kettle from the trailer.

2. Permit no one to ride in the trailer.

3. Use ramps to load and unload kettles and equipment from the trailer.

4. Take slow, wide turns when towing trailers.

5. Do not exceed the load capacity as posted on the trailer door of the trailer.

6. Do not place all the heavy equipment on one side of the trailer.

7. Secure equipment and fuel tanks to the vehicle with chains or straps to eliminate or minimize shifting of the load.

8. Do not mount or dismount equipment on the traffic side.

Hand/Power Tool Safety

General

1. Use tied off containers to keep tools from falling from scaffolds and other elevated work platforms.

2. Carry all sharp tools in a sheath or holster.

3. Tag worn, damaged or defective tools "Out of Service" and do not use them.

4. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.

5. Do not use impact tools such as hammers, chisels, punches, or steel stakes that have mushroomed heads.

6. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels, or files in your pocket unless the tool or your pocket is sheathed.

7. Do not perform "make-shift" repairs to tools.

8. Do not use "cheaters" on load binders or "boomers."

9. Do not carry tools in your hand when you are climbing. Carry tools in tool belts or hoist the tools to the work area using a hand line.

10. Do not throw tools from one location to another, from one employee to another or from scaffolds or other elevated platforms.

11. Only transport hand tools in toolboxes or tool belts. Do not carry tools in your cloth­ing.

Hammers

1. Use a claw hammer for pulling nails.

2. Do not strike nails or other objects with the "cheek" of the hammer.

3. Do not strike a hardened steel surface, such as a cold chisel, with a claw hammer.

4. Do not strike one hammer against another hammer.

5. Do not use a hammer if your hands are oily, greasy, or wet.

6. Do not use a hammer as a wedge, a pry bar or for pulling large spikes.

Snips

1. Wear safety glasses or safety goggles when using snips to cut materials.

2. Wear work gloves when cutting materials with snips.

3. Do not use straight cut snips to cut curves.

4. Keep the blade aligned by tightening the nut and bolt on the snips.

5. Do not use snips as a hammer, screwdriver, or pry bar.

6. Engage the locking clip on the snips after use.

Screwdrivers

1. Always match the size and type of screwdriver blade to fit the head of the screw.

2. Do not hold the work piece against your body while using a screwdriver.

3. Do not put your fingers near the blade of the screwdriver when tightening a screw.

4. Use an awl, drill, or a nail to make a starting hole for screws.

5. Do not force a screwdriver by using a hammer or pliers on it.

6. Do not use a screwdriver as a punch, chisel, pry bar or nail puller.

7. Do not carry a screwdriver in your pocket.

8. Do not use a screwdriver if your hands are wet, oily, or greasy.

9. When using a spiral ratchet screwdriver, push down firmly and slowly.

Powder Actuated Tools

1. Wear impact resistant safety goggles or face shields when operating any powder actu­ated tools.

2. Do not attempt to fasten through a pre-drilled hole unless the powder-actuated tool has a hole locator.

3. Keep your head and body behind the powder actuated tool when firing it.

4. Before using powder actuated tools do not alter, bypass, or remove the shield or guard at the muzzle end of the powder-actuated tool.

5. Do not load a powder-actuated tool until you are ready to fire it.

Hydraulic/Pneumatic Tools

1. Do not point a compressed air hose at bystanders or use it to clean your clothing.

2. Lock and/or tag tools "Out of Service" to prevent usage of the tool.

3. Do not use tools that have handles with burrs or cracks.

4. Do not use compressors if their belt guards are missing. Replace belt guards before use.

5. Turn the tool "off" and let it come to a complete stop before leaving it unattended.

6. Disconnect the tool from the air line before making any adjustments or repairs to the tool.

Heat Exhaustion/Sun Exposure

1. Keep shirts on to avoid dehydration and sunburn.

Knives/Sharp Instruments

1. When handling knife blades and other cutting tools, direct sharp points, and edges away from you.

2. Cut in the direction away from your body when using knives.

3. Use the knife that has been sharpened; do not use knives that have dull blades.

4. Use knives for the operations for which they are made.

5. Do not use knives that have broken or loose handles.

6. Do not use knives as screwdrivers, pry bars or can openers.

7. Do not pick up knives by their blades.

8. Carry knives with their tips pointed towards the ground.

9. Do not carry knives, scissors or other sharp tools in your pockets or an apron unless they are first placed in their sheath or holder.

10. Do not attempt to catch a falling knife.

11. Store knives in knife blocks or in sheaths after using them.

Electrical Safety

1. Do not use power equipment or tools on which you have not been trained.

2. Keep power cords away from the path of drills, metal shears, power presses, grinders, and other tools or equipment that can splice or cut the power cord.

3. Do not use cords that have splices, exposed wires, or cracked or frayed ends.

4. Do not carry plugged in equipment or tools with your finger on the switch.

5. Do not carry equipment or tools by the cord.

6. Disconnect the tool from the outlet by pulling on the plug, not the cord.

7. Turn the tool off before plugging or unplugging it.

8. Do not leave tools that are "On" unattended.

9. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.

10. Do not operate spark-inducing tools such as grinders, drills or saws near containers labeled "Flammable" or in an explosive atmosphere such as a paint spray booth.

11. Turn off the electrical tool and unplug it from the outlet before attempting repairs or service work. Tag the tool "Out of Service."

12. Do not use extension cords or other three-pronged power cords that have a missing prong.

13. Do not use an adapter such as a cheater plug that eliminates the ground.

14. Do not plug multiple electrical cords into a single outlet.

15. Do not run extension cords through doorways, through holes in ceilings, walls, or floors.

16. Do not stand in water or on wet surfaces when operating power hand tools or portable electrical appliances.

17. Do not use a power hand tool to cut wet or water-soaked building materials.

18. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.

19. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.

20. Do not operate a power hand tool or portable appliance that has a frayed, worn, cut, improperly spliced or damaged power cord.

21. Do not operate a power hand tool or portable appliance if a prong from the three-pronged power plug is missing or has been removed.

22. Do not operate a power hand tool or portable appliance that has a two-pronged adapter or a two-conductor extension cord.

23. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic handgrips or other nonconductive areas designed for gripping pur­poses.

Hazardous Materials

When Using Chemicals to Seal Metals

1. Wear protective gloves when handling chemicals from containers labeled "Flammable," "Toxic," "Caustic" or "Poisonous" and wash your hands after removing the gloves.

2. Follow the instructions on the label and in the corresponding Safety Data Sheet

(SDS) for each chemical product used in your workplace.

3. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after remov­ing the gloves.

4. Do not use chemicals from unlabeled containers and unmarked cylinders.

5. Do not perform "hot work" such as welding, metal grinding or other spark producing operations within 50 feet of containers labeled "Flammable" or "Combustible."

6. Do not drag containers labeled "Flammable."

7. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corro­sive" or "Caustic."

8. Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic."

Power Hoist Safety

1. Use manufacturer approved counterweights to secure the hoist. Do not use roofing materials such as rolls of felt or bundles of shingles,

2. Do not exceed the manufacturer's recommended load capacity limits.

3. Only trained personnel, approved by the employer, are allowed to operate a power hoist.

4. Use the power hoist in an area that permits the operator to always stand clear of the load.

5. Use safety hooks or shackles to attach the load whenever possible.

6. Use 'tag lines' to control the load when necessary.

7. Keep your fingers and clothing clear of hoist machinery.

8. Do not attempt adjustments while the hoist is running.

Portable Welding Equipment

1. Wear a welding helmet or welding goggles during welding operations.

2. Do not use personal or employee-owned power tools and portable appliance while at work.

3. Do not perform welding tasks while wearing wet cotton gloves or wet leather gloves.

4. Insulated work gloves are required for all welders when using welding equipment.

5. Do not use welding apparatus if power plug is cut, frayed, split or otherwise visibly damaged or modified.

6. When replacing power plugs and cords of welding apparatus, always check to ensure that the ground wire is connected and the power plug prongs are not worn off, allowing the plug to be inserted backward.

Compressed Gas Cylinders

Storage and Handling

1. Do not handle oxygen cylinders if your gloves are greasy or oily.

2. Store all cylinders in the upright position.

3. Place valve protection caps on gas cylinders that are in storage or not in use.

4. Do not lift cylinders by the valve protection cap.

5. Do not store compressed gas cylinders in areas where they can encounter chemicals labeled "Corrosive."

6. Place cylinders on a cradle, sling board, pallet, or cylinder basket to hoist them.

7. Do not place cylinders against electrical panels or live electrical cords where the cylin­der can become part of the circuit.

8. Do not use a flame to check for propane cylinder leak, use a leak or monitor detector.

Use of Cylinders

1. Do not use dented, cracked, or other visually damaged cylinders.

2. Use only an open ended or adjustable wrench when connecting or disconnecting regu­lators and fittings.

3. Do not transport cylinders without first removing regulators and replacing the valve protection caps.

4. Close the cylinder valve when work is finished, when the cylinder is empty or at any time the cylinder is moved.

5. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene or near combustible material such as oil or grease.

6. Stand to the side of the regulator when opening the valve.

7. If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.

8. Do not hoist or transport cylinders by means of magnets or choker slings.

9. Do not use compressed gas to clean the work area, equipment, or yourself.

10. Do not remove the valve wrench from acetylene cylinders while the cylinder is in use.

11. Open compressed gas cylinder valves slowly. Open fully when in use to eliminate leakage around the cylinder valve stem.

12. Purge oxygen valves, regulators, and lines before use.

Torch on Applications

1. "Blow Out" hoses before attaching the torch.

2. Inspect hoses and torches before use. Replace damaged, burned, worn or leaking parts.

3. Use a pressure gauge on every regulator. Do not use an adjustable regulator with a higher-pressure range than the original regulator that came with the torch.

4. Never face the gauge while opening the cylinder valve.

5. Before lighting a torch, purge the hose, adjust the working pressures, then use a fric­tion lighter to ignite the gases. Do not use matches or a cigarette lighter.

6. Do not use oil, grease, or other lubricants on the regulator.

7. When shutting off the torch, close the gas cylinder valve first and let the remaining gas burn out of the hose before closing off the torch valve.

8. Never overfill a gas cylinder. It could explode.

9. Use only hoses listed for liquid petroleum (LP) gas.

10. Use soap solution to test for gas leaks before lighting.

11. Visually check and ensure that the flow of gas through the regulator is flowing in the proper direction. Directional flow is stamped on the regulator.

12. To keep 'frosting' from occurring, increase the size of the bottle or cylinder.

13. Secure propane tanks in an upright position and place them at least 10 feet from the open flame.

14. Keep non-applicators at least 10 feet from the flame.

15. Always keep vent in pressure regulator clear.

16. When shutting off the torch, close the propane cylinder valve first and let the remaining gas burn out of the hose.

17. Do not leave a lighted torch unattended.

18. Do not heat a cylinder to increase pressure.

19. Place a fire extinguisher near you, but away from the torch and other parts of LP gas equipment, when performing torch on operations.

20. Do not lay an operating torch over the edge of a roof.

21. Do not use a trowel as a torch stand.

22. Do not lay an operating torch to rest on a gas cylinder. If there is a gas leak in the cylinder area, there could be a fire.

Coal Tar/Asphalt Applications

1. Do not smoke or eat while performing tar roofing work.

2. Stand clear of hot asphalt when it is being dumped out of the kettle.

3. Do not stand, work, or operate equipment such as felt laying machines or mechanical mops within three feet of any unprotected roof opening or within five feet of any unprotected roof edge.

Single-Ply Roofing

1. Wear respirators when hot air welding PVC or when performing adhesive welding procedures.

KETTLEMEN

General

1. Do not leave kettles or tankers unattended while they are being fired.

2. Take breaks in shaded areas.

3. Do not smoke or eat while performing asphalt work.

4. Stand clear of hot asphalt when it is being dumped out of the kettle.

5. Do not place a pumper or agitator into kettles or tankers.

Personal Protective Equipment

1. Wear face shields when loading and withdrawing hot liquid asphalt from a kettle or tanker.

2. Wear your personal protective equipment such as goggles, gloves, and respiratory pro­tection when operating the kettle.

3. Do not wear contact lenses when operating the kettle.

Job Site Safety

1. Do not walk under partially demolished walls or floors.

2. Stop working outdoors and seek shelter during lightning storms.

3. Do not begin working until barricades, warning signs or other protective devices have been installed to isolate the work area.

4. Do not throw or toss roofing scraps such as shingles, rubber roofing material, or any other debris outside barricaded areas.

5. Walk around or step over holes, rocks, and roots in your pathway.

6. Stay clear of all trucks, forklifts, cranes, and other heavy equipment when in operation.

7. Do not approach any heavy equipment until the operator has seen you and has signaled to you that it is safe to approach.

8. Walk around or duck under protruding branches and limbs.

9. Do not walk on fallen trees; walk on the ground.

10. Do not clear brush by hand within 100 ft. of heavy equipment operations.

11. Keep combustible liquids stored and covered in approved containers.

SHEET METAL AND SIDING PERSONNEL

Personal Protective Equipment

1. Do not drill holes in or paint your hard hat.

2. Do not wear hard hats that are dented or cracked.

3. Wear the chemical goggles when using, applying, or handling chemical liquids or pow­ders from containers labeled "Caustic" or "Corrosive."

4. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.

5. Wear your earplugs or earmuffs in areas posted "Hearing Protection Required."

6. Wear the face shield over your goggles or safety glasses during open furnace, hot dip­ping, metal plating or gas cutting operations.

Housekeeping

1. Do not throw scraps of metal, siding scraps, fasteners, or any other debris outside the barricaded area.

2. Use brooms or vacuum equipment to remove metal pieces, chips, foam, nails, and other debris from the area. Do not use your bare hands.

3. Do not drop debris through roof top openings unless the area below has been barri­caded at least 6 feet out from all edges of the opening.

Material Handling

1. Handle all sheet metal with leather gloves, hand leathers, or gloves with metal inserts. Gauntlet type gloves with wristlets will give added protection to wrists and forearms.

2. Bundles of sheet metal shall be handled with power equipment, not by hand.

3. Do not carry materials, tools, or any equipment up ladders.

Job Site Safety

1. Do not walk under partially demolished walls or floors.

2. Stop working outdoors and seek shelter during lightning storms.

3. Do not begin working until barricades, warning signs or other protective devices have been installed to isolate the work area.

4. Do not throw or toss metal scraps, siding scraps or any other debris outside barricaded areas.

5. Walk around or step over holes, rocks, and roots in your pathway.

6. Stay clear of all trucks, forklifts, cranes, and other heavy equipment when in operation.

7. Do not approach any heavy equipment until the operator has seen you and has signaled to you that it is safe to approach.

8. Walk around or duck under protruding branches and limbs.

9. Do not walk on fallen trees; walk on the ground.

10. Do not clear brush by hand within 100 ft. of heavy equipment operations.

11. Keep combustible liquids stored and covered in approved containers.

Ladder and Step Ladder Safety

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.

2. Do not use a metal ladder on roof tops or within 50 feet of electrical power lines.

3. Do not jump from roof tops, chimney stacks or ladders.

4. Do not use scrap siding material such as brick, vinyl siding, aluminum siding or any other types of make-shifts stacks or bundles of building materials as improvised climb­ing devices.

Hand/Power Tool Safety

General

1. Use tied off containers to keep tools from falling from scaffolds and other elevated work platforms.

2. Carry all sharp tools in a sheath or holster.

3. Tag worn, damaged or defective tools "Out of Service" and do not use them.

4. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.

5. Do not use impact tools such as hammers, chisels, punches, or steel stakes that have mushroomed heads.

6. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels, or files in your pocket unless the tool or your pocket is sheathed.

7. Do not perform "make-shift" repairs to tools.

8. Do not use "cheaters" on load binders or "boomers."

9. Do not carry tools in your hand when you are climbing. Carry tools in tool belts or hoist the tools to the work area using a hand line.

10. Do not throw tools from one location to another, from one employee to another or from scaffolds or other elevated platforms.

11. Only transport hand tools in toolboxes or tool belts. Do not carry tools in your cloth­ing.

Stampers

1. Keep your fingers away from the stamper when making imprints.

2. Use a holder, not your fingers, to hold a stamper.

Punches

1. Do not use a punch that has a dull blade.

2. Keep the cutting edge of the punch sharp.

3. Do not use punches that have mushroomed heads.

4. Do not use punches that are bent, cracked, or chipped.

Riveting, Stapling, Nailing

1. Do not throw material from one person to another. Use tag lines and a basket to hoist bolts, washers, drift pins, and tools.

2. Do not use your hands to guide a bit into place when riveting or bolting siding or sheet metal.

3. Do not carry nuts, bolts, rivets or drift pins in your hands or pockets; use the carrying/storing container provided for this purpose.

4. Use a receptacle or a net to catch rivets or bolts that are knocked off or backed out from your work area.

5. Wear impact resistant safety goggles when operating pneumatic tools.

6. Wear safety goggles while riveting.

Metal Shears

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

Hammers

1. Use a claw hammer for pulling nails.

2. Do not strike nails or other objects with the "cheek" of the hammer.

3. Do not strike a hardened steel surface, such as a cold chisel, with a claw hammer.

4. Do not strike one hammer against another hammer.

5. Do not use a hammer if your hands are oily, greasy, or wet.

6. Do not use a hammer as a wedge, a pry bar or for pulling large spikes.

Snips

1. Wear safety glasses or safety goggles when using snips to cut materials.

2. Wear work gloves when cutting materials with snips.

3. Do not use straight cut snips to cut curves.

4. Keep the blade aligned by tightening the nut and bolt on the snips.

5. Do not use snips as a hammer, screwdriver, or pry bar.

6. Engage the locking clip on the snips after use.

Screwdrivers

1. Always match the size and type of screwdriver blade to fit the head of the screw.

2. Do not hold the work piece against your body while using a screwdriver.

3. Do not put your fingers near the blade of the screwdriver when tightening a screw.

4. Use an awl, drill, or a nail to make a starting hole for screws.

5. Do not force a screwdriver by using a hammer or pliers on it.

6. Do not use a screwdriver as a punch, chisel, pry bar or nail puller.

7. Do not carry a screwdriver in your pocket.

8. Do not use a screwdriver if your hands are wet, oily, or greasy.

9. When using a spiral ratchet screwdriver, push down firmly and slowly.

Powder Actuated Tools

1. Wear impact resistant safety goggles or face shields when operating any powder actu­ated tools.

2. Do not attempt to fasten through a pre-drilled hole unless the powder-actuated tool has a hole locator.

3. Keep your head and body behind the powder actuated tool when firing it.

4. Before using powder actuated tools do not alter, bypass, or remove the shield or guard at the muzzle end of the powder-actuated tool.

5. Do not load a powder-actuated tool until you are ready to fire it.

Hydraulic/Pneumatic Tools

1. Do not point a compressed air hose at bystanders or use it to clean your clothing.

2. Lock and/or tag tools "Out of Service" to prevent usage of the tool.

3. Do not use tools that have handles with burrs or cracks.

4. Do not use compressors if their belt guards are missing. Replace belt guards before use.

5. Turn the tool "off" and let it come to a complete stop before leaving it unattended.

6. Disconnect the tool from the air line before making any adjustments or repairs to the tool.

Welding/Cutting/Brazing

General

1. Obey all signs posted in the welding area.

2. Do not leave oily rags, paper, or other combustible materials in the welding, cutting or brazing area.

3. Use the red hose for gas fuel and the green hose for oxygen.

4. Do not use worn or cracked hoses.

5. Do not use oil, grease, or other lubricants on the regulator.

6. "Blow Out" hoses before attaching the torch.

7. Ignite torches with friction lighters only. Do not use a cigarette lighter.

8. Do not wear contact lenses when welding.

9. When welding, wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt, long pants, and an apron.

10. Do not change electrodes with bare hands; use dry rubber gloves.

11. "Bleed" oxygen and fuel lines at the end of the work shift.

Portable Welding Equipment

1. Wear a welding helmet or welding goggles during welding operations.

2. Do not use personal or employee-owned power tools and portable appliance while at work.

3. Do not perform welding tasks while wearing wet cotton gloves or wet leather gloves.

4. Insulated work gloves are required for all welders when using welding equipment.

5. Do not use welding apparatus if power plug is cut, frayed, split or otherwise visibly damaged or modified.

6. When replacing power plugs and cords of welding apparatus, always check to ensure that the ground wire is connected and the power plug prongs are not worn off, allowing the plug to be inserted backward.

Compressed Gas Cylinders

Storage and Handling

1. Do not handle oxygen cylinders if your gloves are greasy or oily.

2. Store all cylinders in the upright position.

3. Place valve protection caps on gas cylinders that are in storage or not in use.

4. Do not lift cylinders by the valve protection cap.

5. Do not store compressed gas cylinders in areas where they can encounter chemicals labeled "Corrosive."

6. Place cylinders on a cradle, sling board, pallet, or cylinder basket to hoist them.

7. Do not place cylinders against electrical panels or live electrical cords where the cylin­der can become part of the circuit.

8. Do not use a flame to check for propane cylinder leak, use a leak or monitor detector.

Use of Cylinders

1. Do not use dented, cracked, or other visually damaged cylinders.

2. Use only an open ended or adjustable wrench when connecting or disconnecting regu­lators and fittings.

3. Do not transport cylinders without first removing regulators and replacing the valve protection caps.

4. Close the cylinder valve when work is finished, when the cylinder is empty or at any time the cylinder is moved.

5. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene or near combustible material such as oil or grease.

6. Stand to the side of the regulator when opening the valve.

7. If a cylinder is leaking around a valve or fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.

8. Do not hoist or transport cylinders by means of magnets or choker slings.

9. Do not use compressed gas to clean the work area, equipment, or yourself.

10. Do not remove the valve wrench from acetylene cylinders while the cylinder is in use.

11. Open compressed gas cylinder valves slowly. Open fully when in use to eliminate leakage around the cylinder valve stem.

12. Purge oxygen valves, regulators, and lines before use.

Abrasive Wheels

1. Wear eye protection provided by your supervisor.

2. Do not use abrasive wheels if there is excessive vibration, deep gouges, or cracks in the wheel.

3. Keep tool rests to a maximum distance of 1/8" from the wheel to prevent the work from being caught between the wheel and the tool rest.

4. Do not force work against a cold wheel but apply pressure gradually giving the wheel an opportunity to warm up.

5. Do not grind on the flat side of the wheel.

Machine Safety

1. Do not reach into the point of operation of any power-driven machine.

2. Always operate power presses within the tonnage and attachment weight rating speci­fied by the manufacturer.

Scaffolding

1. Follow the manufacturer's instructions when erecting the scaffold.

2. Do not work on scaffolds outside during stormy or windy weather.

3. Do not climb on scaffolds that wobble or lean to one side.

4. Initially inspect the scaffold prior to mounting it. Do not use a scaffold if any pulley, block, hook, or fitting is visibly worn, cracked, rusted, or otherwise damaged. Do not use a scaffold if any rope is frayed, torn or visibly damaged.

5. Do not use any scaffold tagged "Out of Service."

6. Do not use unstable objects such as steel drums or cans, crates, loose brick, or concrete blocks to support scaffolds or planks.

7. Do not work on platforms or scaffolds unless they are fully planked.

8. Do not use a scaffold unless guardrails and all flooring are in place.

9. Do not use strips of felt or any building material as a makeshift guardrail. Utilize guardrail system as outlined per manufacturer's instructions.

10. Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches.

11. Do not walk or work beneath a scaffold unless a wire mesh has been installed between the midrail and the toe board or planking.

12. Use your safety belts and lanyards when working on scaffolding at a height of 10 feet or more above ground level. Attach the lanyard to a secure member of the scaffold.

13. Do not climb the cross braces for access to the scaffold. Use the ladder.

14. Do not jump from, to or between scaffolding.

15. Do not slide down cables, ropes or guys used for bracing.

16. Keep both feet on the decking. Do not sit or climb on the guardrails.

17. Do not lean out from the scaffold. Do not rock the scaffold.

18. Keep the scaffold free of metal scraps, loose tools, and other obstructions.

19. Do not throw anything "overboard" unless a spotter is available. Use the debris chutes or lower things by hoist or by hand.

20. Do not move a mobile scaffold if anyone is on the scaffold.

21. Prior to using a rolling scaffold, chock the wheels with wheel blocks and lock them by using your foot to depress the wheel-lock.

Lifting Equipment (chains, cables, ropes, slings, etc.)

1. Do not use chain slings if links are cracked, twisted, stretched, or bent.

2. Fabricate all wire in wire rope slings by using thimbles; do not form eyes by using wire clips or knots.

3. Do not shorten slings by using make-shift devices such as knots or bolts.

4. Do not use a kinked chain.

5. Protect slings from the sharp edges of their loads by placing pads over the sharp edges of the items that have been loaded.

6. Do not place your hands between the sling and its load when the sling is being tight­ened around the load.

7. Wear work gloves when handling rough, sharp-edged, or abrasive material such as chains, cables, ropes, or slings.

8. Do not alter or remove the safety latch on hooks. Do not use a hook that does not have a safety latch or if the safety latch is bent.

9. Lift the load from the center of the hooks, not from the point.

10. Do not use a ground operated hoist in which the safety latch on the hook has been removed, is bent or is otherwise visibly damaged.

Vehicular Safety (trucks and all terrain vehicles).

General

1. Drive on the graded roadways that have been leveled for this purpose.

2. Turn on low-beam headlights when driving on the site.

3. Drive up the slope or down the slope, not across the slope.

4. Hold onto vehicle when stepping out of it onto lose ground, holes, or rocks.

5. Tools and materials shall be secured to prevent movement when transported in the same compartment with employees.

6. Do not exceed the maximum number of people for which the vehicle is designed to transport.

7. Do not operate a vehicle that is loaded by means of cranes, power shovels, loaders, or similar equipment if it does not have a cab shield and/or canopy that can protect you from shifting or falling materials.

8. Do not carry extra fuel on any vehicle except in a properly mounted fuel tank approved by your employer.

Fueling Vehicles

1. Turn the vehicle off before fueling.

2. Do not smoke while fueling a vehicle.

3. Wash hands with soap and water if you spill gasoline on them.

Driving Rules

1. Shut all doors and fasten your seat belt before moving the vehicle.

2. Always obey all traffic patterns and signs.

3. Maintain a three-point contact using hands and one foot or both feet and one hand when climbing into and out of vehicles.

4. Drive up the slope or down the slope not across the slope.

Trailer Safety

1. Set the parking brake in the towing vehicle and use wheel blocks to chock the wheels of the trailer before removing the kettle from the trailer.

2. No one is permitted to ride in the trailer.

3. Use ramps to load and unload kettles and equipment from the trailer.

4. Take slow, wide turns when towing trailers.

5. Do not exceed the load capacity as posted on the trailer door of the trailer.

6. Do not place all the heavy equipment on one side of the trailer.

7. Secure equipment and fuel tanks to the vehicle with chains or straps to eliminate or minimize shifting of the load.

8. Do not mount or dismount equipment on the traffic side.

Heat Exhaustion/Sun Exposure

1. Keep shirts on to avoid dehydration and sunburn.

Knives/Sharp Instruments

1. When handling knife blades and other cutting tools, direct sharp points, and edges away from you.

2. Cut in the direction away from your body when using knives.

3. Use the knife that has been sharpened; do not use knives that have dull blades.

4. Use knives for the operations for which they are made.

5. Do not use knives that have broken or loose handles.

6. Do not use knives as screwdrivers, pry bars or can openers.

7. Do not pick up knives by their blades.

8. Carry knives with their tips pointed towards the ground.

9. Do not carry knives, scissors or other sharp tools in your pockets or an apron unless they are first placed in their sheath or holder.

10. Do not attempt to catch a falling knife.

11. Store knives in knife blocks or in sheaths after using them.

Electrical Safety

1. Do not use power equipment or tools on which you have not been trained.

2. Keep power cords away from the path of drills, metal shears, power presses, grinders, and other tools or equipment that can splice or cut the power cord.

3. Do not use cords that have splices, exposed wires, or cracked or frayed ends.

4. Do not carry plugged in equipment or tools with your finger on the switch.

5. Do not carry equipment or tools by the cord.

6. Disconnect the tool from the outlet by pulling on the plug, not the cord.

7. Turn the tool off before plugging or unplugging it.

8. Do not leave tools that are "On" unattended.

9. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.

10. Do not operate spark-inducing tools such as grinders, drills or saws near containers labeled "Flammable" or in an explosive atmosphere such as a paint spray booth.

11. Turn off the electrical tool and unplug it from the outlet before attempting repairs or service work. Tag the tool "Out of Service."

12. Do not use extension cords or other three-pronged power cords that have a missing prong.

13. Do not use an adapter such as a cheater plug that eliminates the ground.

14. Do not plug multiple electrical cords into a single outlet.

15. Do not run extension cords through doorways, through holes in ceilings, walls, or floors.

16. Do not stand in water or on wet surfaces when operating power hand tools or portable electrical appliances.

17. Do not use a power hand tool to cut wet or water-soaked building materials.

18. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.

19. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.

20. Do not operate a power hand tool or portable appliance that has a frayed, worn, cut, improperly spliced or damaged power cord.

21. Do not operate a power hand tool or portable appliance if a prong from the three-pronged power plug is missing or has been removed.

22. Do not operate a power hand tool or portable appliance that has a two-pronged adapter or a two-conductor extension cord.

23. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic hand grips or other nonconductive areas designed for gripping pur­poses.

Infection Control

1. Wash your hands after removing your gloves with soap or mild detergent and water before eating, smoking, using the toilet, or any areas of the body that may have con­tacted these volatiles at the end of each workday.

2. Use a mechanic's cream hand cleaner such as "Go-Jo" or "Humus" may be used where water is not readily available.

Hazardous Materials

When Using Chemicals to Seal Metals

1. Wear protective gloves when handling chemicals from containers labeled "Flammable," "Toxic," "Caustic" or "Poisonous" and wash your hands after removing the gloves.

2. Follow the instructions on the label and in the corresponding Safety Data Sheet

(SDS) for each chemical product used in your workplace.

3. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after remov­ing the gloves.

4. Do not use chemicals from unlabeled containers and unmarked cylinders.

5. Do not perform "hot work" such as welding, metal grinding or other spark producing operations within 50 feet of containers labeled "Flammable" or "Combustible."

6. Do not drag containers labeled "Flammable."

7. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corro­sive" or "Caustic."

8. Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic."

Power Hoist Safety

1. Use manufacturer approved counterweights to secure the hoist. Do not use sheet metal.

2. Do not exceed the manufacturer's recommended load capacity limits.

3. Only trained personnel, approved by the employer, are allowed to operate a power hoist.

4. Use the power hoist in an area that permits the operator to always stand clear of the load.

5. Use safety hooks or shackles to attach the load whenever possible.

6. Use "tag lines" to control the load when necessary.

7. Keep your fingers and clothing clear of hoist machinery.

8. Do not attempt adjustments while the hoist is running.

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