

Company Name

Code of Safe Practices

- All employees shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to management. The guidelines within the Code of Safe Practices apply to all operations.
- *Company Name* will insist on employees observing and obeying every applicable Company, State or Federal regulation and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain compliance.
- All employees shall be given frequent accident prevention instructions. Instructions shall be given on proper work procedures for all roofing operations.
- Anyone known to be under the influence of drugs or intoxicating substance which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
- Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety and well being of the employees shall be prohibited.
- Work in and around the jobsites shall be well planned and supervised to prevent injuries in the handling of materials, ladders and equipment.
- No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that they might unnecessarily expose the employee or others to injury.
- Workers shall not handle or tamper with any electrical equipment or machinery at jobsites in a manner not within the scope of their duties, unless they have received instructions from their supervisor.
- All injuries shall be reported promptly to the Supervisor so that arrangements can be made for medical or first aid treatment
- When lifting heavy objects the large muscles of the leg instead of the smaller muscles of the back shall be used.

- Employees shall cleanse themselves thoroughly after handling chemicals and follow all special instructions as listed on the Safety Data Sheet.
- All equipment must be inspected prior to use.
- All hand and power tools and equipment shall be maintained in good condition.
- Damaged hand tools or equipment shall be removed from service and tagged.
- Equipment shall not be serviced, repaired, or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.

GENERAL SAFETY AND HEALTH PRACTICES:

- Observe and obey all safety rules and regulations. *The Company Name* Injury & Illness Prevention Program is available for review upon request.
- Supervisors will insist on employees observing and obeying safety rules and regulations, and shall take necessary action to obtain compliance.
- All employees are required to attend safety meetings.
- Perform only the work that has been assigned to you, and that you have been properly trained for. If you are unfamiliar with the operation of a specific tool or piece of equipment, advise your Supervisor immediately to ensure that you receive the appropriate training.
- Employees are to ensure that all guards and other protective devices are functioning, and shall report deficiencies promptly to the Supervisor.
- Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
- Materials, tools, or other objects are not to be thrown from buildings or structures, unless proper precautions are taken to protect others from the falling objects.
- Always obey “No Smoking” and other safety signs.
- Hazard Communication: At the time of hire all employees will be trained in the content of the Hazard Communication Program. Supervisors are responsible for advising employees of hazardous substances present at a specific job site. If you have not been advised of the proper procedures for handling hazardous substances, advise your Supervisor or Management.
- Emergencies: Supervisors are responsible for instructing the employees in the procedures implemented for specific job sites. If you have not been advised of the proper procedures to follow in the event of an emergency situation and evacuation, advise your Supervisor or Management.

- MOST IMPORTANT: When in doubt, ASK QUESTIONS FIRST! Employees will never be reprimanded for being safe.

CLOTHING & PERSONAL PROTECTION EQUIPMENT:

- Dress appropriately! Loose clothing and jewelry could result in injury.
- Steel-toed work boots, or boots specifically designed for the construction industry, must be worn on all job sites. When necessary (i.e., grinding, sawing or chipping), eye protection must be worn.
- Gloves are to be worn when handling concrete, lumber, cable, sheet metal or any material that can cause injury to your hands.
- Earplugs are to be worn around any equipment or noisy area.
- If you are doing any kind of work that may require special protective equipment, let your Supervisor know. Employees have the right to know what hazards are associated with the material they are handling. This information is available in the form of Safety Data Sheets (SDS).

LADDERS AND STEP LADDERS:

- Read and follow the manufacturer's instruction label affixed to the ladder.
- Do not use ladders that have loose rungs, cracked, or split side rails, missing rubber footpads, or are otherwise visibly damaged.
- Keep ladder rungs clean. Remove buildup of material such as paint, dirt or mud.
- Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
- Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
- Allow only one person on the ladder at a time.
- Face the ladder when climbing up or down it.
- Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
- When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
- Do not stand on the top two rungs of any ladder.
- Do not stand on a ladder that wobbles, or that leans to the left or right of center.
- When using a straight or extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.

- Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
- Do not carry items in your hands while climbing up or down a ladder.
- Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
- Do not use a ladder as a horizontal platform.

LIFTING PROCEDURES:

- Plan the move before lifting; ensure that you have an unobstructed pathway.
- Test the weight of the load before lifting by pushing the load along its resting surface.
- If the load is too heavy or bulky, get assistance from a co-worker.
- If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
- Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
- Face the load.
- Bend at the knees, not at the back.
- Keep your back straight.
- Get a firm grip on the object using your hands and fingers. Use handles when they are present.
- Hold the object as close to your body as possible.
- While keeping the weight of the load in your legs, stand to an erect position.
- Perform lifting movements smoothly and gradually; do not jerk the load.
- 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.
- Set down objects in the same manner as you picked them up, except in reverse.
- Wear protective gloves when lifting objects that have sharp corners or jagged edges.

FIRE PREVENTION:

- At the time of hire all employees are informed of the company Fire Prevention Program.
- Supervisors are responsible for instructing the employees in the procedures implemented for the specific job site.
- Fire extinguishers will be located in easily accessible locations and remain visible at all times.
- General work areas will be kept clean and free of unnecessary clutter.
- Designated "NO SMOKING" areas will be observed.
- Flammable liquids will only be used where there are no open flames or other sources of ignition with the possible path of vapor travel.
- Gasoline, paint thinners and other low flash point solvents will not be used for cleaning purposes.

- Discarded packing material or scrap will not be allowed to accumulate in open areas.

HAZARDOUS MATERIALS:

- Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product you will be using at project sites.
- Use personal protective clothing or equipment such as safety glasses, goggles, face shield, nitrile gloves, when using chemicals labeled "Flammable", "Corrosive", and "Caustic" or "Poisonous".
- Do not use protective clothing or equipment that has split seams, pinholes, cuts, tears, or other visible signs of damage.
- Do not use chemicals from unlabeled containers or unmarked cylinders.

HAND TOOLS:

- Keep the blades of all cutting tools sharp.
- Carry all sharp tools in sheaths or holsters.
- Tag worn, damaged, or defective tools "Out of Service" and do not use them.
- Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
- When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
- Do not carry sharp or pointed hand tools in your pocket unless the tool or pocket is sheathed.
- Do not perform "make-shift" repairs to tools.
- Do not carry tools in your hand when climbing. Hoist the tools to the work area with a hand line/bucket.
- Always use the right tool for the job. Do not substitute one tool for another.
 - Files shall not be used to punch or pry
 - Pipe or Stillson wrenches shall not be used as a substitute for other wrenches
 - Do not use screwdrivers as chisels or hammers
- Never use tools with split, broken or loose handles.
- Never attempt to alter the original design of a tool for a specific use.
- Carry tools in a box or tool belt, never in your clothing.
- When cutting material, always place it on a flat surface. Never use your leg or other body part to support the object. Always cut away from you, rather than towards you.

POWER TOOLS:

- Know how to properly use the tool you are working with. If you have not been properly trained to use a specific power tool, let your Supervisor know.
- Do not use a power tool that is not properly working, or if safety device is not functioning. Remove the tool from service and label it “Defective – Do Not Use”.
- Never lift a power tool by the cord.
- Power cords cannot be spliced, or have bare wires exposed.
- Use only acceptable power cords on job. (NO household cords)
- Make sure the power tool is grounded.
- Use the lift-lug on power saws to raise blade guards. Never tie or wedge back the guard.
- Do not attempt to repair electric equipment, unless you are qualified to do so.
- Never use tools with cords that are frayed or missing insulation.
- Do not leave cords of portable and electric tools where vehicles or equipment could run over them.