

TRADES GUIDELINES - ROOFING

It must be pointed out that every company or sub-contractor on the residential site is classified as an “employer” under the WSH Act – and have the same legal duties and responsibilities. In a nutshell, employers must ensure the safety and health of their workers and ensure that their actions (or lack of action) do not cause anyone else harm.

By law, each employer must abide by the WSH Act & Regulations. Systems should be in place to:

- Share required information necessary to Identify, Communicate and Control hazards
- Ensure workers are supervised by a competent person (knowledge, training or experience)
- Ensure workers are competent to perform the tasks assigned (instruction and training)
- Ensure tools and equipment are maintained properly; and
- Ensure PPE is provided and worn.

Further, each Employer is responsible to ensure plans are in place and their workers are aware of the following minimum emergency procedures:

- Providing first aid to the injured
- Providing transportation to medical aid for the injured
- Conducting initial attack fire fighting; and
- Promptly contacting outside agencies for assistance.

You should ensure Site Orientations are conducted and information is posted on site to cover the above, along with any other site specific hazards and controls – PPE Requirements; Communication Device; Emergency Phone Numbers; Muster Point; First Aid Kit; MSDS Sheets; Safe Work Practices.

MAIN HAZARDS: The main hazards associated with Roofing include: Falls; Heat Exhaustion; Sun Exposure; Struck by Objects (materials falling onto workers); and Over-exertion

NOTE: RESIDENTIAL FALL PROTECTION

Fall protection is mandatory when working over 10 feet. The following allowance is made to Residential Roof Work:

- If Roof work is under 6 metres and the slope is between 4:12 and 6:12 an acceptable alternate may utilize roof jacks and toe boards.

Note: All other fall protection for Residential Roofing can be either:

- Guardrails,
- Fall restraint,
- Fall protection.

ROOF SHEATHING – SAFE WORK PRACTICES

- Workers must be wearing the proper Personal Protective Equipment (PPE) such as hardhat, safety eyewear, safety footwear, hearing protection, and fall protection as required.
- Safety belts, harnesses, lanyards and lifelines used must meet CSA requirements.
- Secure the bundle of sheathing on the roof to prevent sheets from slipping off.
- To prevent slipping and tripping, do not walk away from unfastened sheathing. Nail in place as soon as you lay the sheathing.
- Watch out for others below you – especially when using an air-nailer.
- Ensure equipment is properly lubricated and maintained according to manufacturers’ specifications.
- Secure saws and air-nailers to the roof when not in use so they can’t fall through the trusses and injure workers below or damage the tool.
- Roof ladders must be securely fastened (normally tied off) and projecting 3 feet above roof level.
- Roof surfaces must be inspected for slipping hazards (saw dust, wet, frost etc.) and any hazards must be eliminated or effective measure must be taken to have workers avoid them.
- Proper precautions must be taken to ensure there’s no contact with overhead power lines.
- Workers must receive WHMIS training and MSDS’s (Material Safety Data Sheets) must be on site.

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ROOF SHINGLING – SAFE WORK PRACTICES

- Bundles of shingles are heavy. Use mechanical devices or have delivery to the roof top.
- Always maintain three-point contact while climbing ladders.
- Secure the bundle of shingles on the roof with adequate cleats or 2x4's to prevent from slipping off.
- Airlines and extension cords are always slip and trip hazards – especially so on a sloped roof. Bring the lines up from directly below the work area (do not run them across the roof).
- Keep knives sharp to reduce the strain on hands and arms.
- Use knee pads to reduce contact pressure on your knees.
- To prevent slipping and tripping, do not walk away from unfastened shingles. Nail in place as soon as you lay the shingle.
- Alert others workers on the ground before working on the roof – especially when using an air-nailer.
- Ensure equipment is properly lubricated and maintained according to manufacturers' specifications.
- Secure t-squares, knives, air-nailers or other equipment to the roof when not in use.
- Roof surfaces must be inspected for slipping hazards (saw dust, wet, frost etc.) and any hazards must be eliminated or effective measure must be taken to have workers avoid them.
- Proper precautions must be taken to ensure there's no contact with overhead power lines.
- Roof ladders must be securely fastened (normally tied off) and projecting 3 feet above roof level.
- Workers must receive WHMIS training and MSDS's (Material Safety Data Sheets) must be on site.

RE-ROOF SHINGLING – SAFE WORK PRACTICES

- Careful consideration of the potential work loads and integrity of the old roof must be determined:
 - Conduct a pre-job hazard assessment of the old roof
 - Have an experienced and competent person assess the roof
 - Ensure ladder is secured from movement (tied off or have another worker hold)
 - Remove section of shingles to expose enough sheathing to determine the location of trusses or the 2x4 framing
 - If sheathing is rotting, continue to remove shingles upward, toward peak, until you can determine adequate quality of sheathing (the truss or 2x4 underneath sheathing generally take longer to rot)
 - Attach appropriate toe boards to the truss or 2x4
- Always walk on the trusses or 2x4 framing when walking or working on an old roof.
- Proper footwear with adequate grip is very important when working on a sloped roof – especially when shingles deteriorate and pebble.
- Roof surfaces must be inspected for slipping hazards (asphalt pebbles, sawdust, dirt, frost etc.) and hazards must be eliminated or effective measure must be taken to have workers avoid them.
- Always sweep the work area clean after removing shingles or cutting.
- Bundles of shingles are heavy. Use mechanical devices or have delivery to the roof top whenever practicable.
- Generally shingles should not be carried up a ladder. Always maintain 3 point contact when climbing a ladder. *(CSAM is proposing alternative safe job procedures to WSH Division where no alternative exists for re-roofing)*
- Follow "Roof Shingling – Safe Work Practices" as above.

GENERAL SAFETY INFORMATION

1. PPE (Personal Protective Equipment)

PPE may be used as a method to help reduce identified hazards – as a "last line of defence". Every effort to eliminate or reduce the hazard should follow this order:

- At the Source (Elimination or Substitution)
- Along the Path to the Worker (Modifications to Work or Process)
- At the Worker (PPE)

The Workplace Safety and Health Regulation states that **Safety Headwear and Safety Footwear** must be made "immediately available" for all personnel on a construction site (including new construction; renovations and any alterations or modifications to a structure, building or street). They must be worn if a danger to an injury is present.

Safety Headwear and Safety Footwear are mandatory PPE that must be "immediately available" or worn by any person on a construction site

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Required PPE to be worn or made “readily available” at residential construction sites include:

Head Protection: Where a danger of injury to a worker’s head exists or may exist. e.g. where overhead work is being done or where material is being hoisted overhead.

Foot Protection: Where danger of injury to a worker’s foot exists or may exist. e.g. where housekeeping is poor, material delivery, uneven terrain.

Fall Protection: If working at heights over 10 feet, or less, if a worker may fall onto a hazard, fall protection is required. Generally your options will be guardrails; travel restraint or fall arrest systems. *See special note on Residential Fall Protection above.*

Other PPE that may be required include:

Eye Protection: Where danger of injury or irritation to a worker’s eye exists. e.g. during use of power or pneumatic tools (air nailers), sweeping sawdust, etc.

Respiratory Protective Equipment: When working with or around airborne contaminants that may be an inhalation hazard or if the airborne contaminant exceeds applicable Occupational Exposure Limits, respiratory protection is required. e.g. dusts or chemicals, spray painting, sanding, etc.

Hearing Protection: When noise levels in exceed 80 dBA, a hearing conservation program must be implemented. Ear muffs or Ear plugs should be worn when working with or around loud tools or equipment. e.g. skill saws, air nailers, pneumatic tools.

Limb and Body Protection: Where danger of injury to a worker’s hands, arms or legs, or trunk of the body exists suitable clothing and equipment must be worn – E.g. dust, material handling, kneeling, sun, etc.

2. Lifting

Caution and appropriate controls must be used during any lifting activity – to protect the load and the workers. Lifting on work sites is done either mechanically or manually. Whenever possible, lift and place heavy or awkward items using mechanical lifting devices.

Mechanical Lifting: Equipment or machinery must be of sufficient size to safely lift anticipated loads. Equipment or machinery must be properly maintained. Workers must be competent in the operation of the equipment, including certification if cranes or forklifts are used.

Manual Lifting: Proper lifting techniques should be employed (i.e. keep objects as close to the body as possible, lift with legs, not back). Know your limits and ask a co-worker to help lift objects too heavy or awkward for one person; do not be afraid to ask for help. Eliminate potential tripping or slipping hazards before beginning to lift.

3. Access to the Work Area

Proper access to the work area must be available at all times – this will normally be ladders during roofing activities.

Ladders: Ladders should be used for short-term work only. Never lean out while on a ladder – move the ladder. Ladders used to access work areas should be grade 1. They must be secured from movement (normally tied off) and extend a minimum three feet above work level. The ladder should be positioned to maintain a 4:1 slope. Always maintain three-points of contact when climbing or descending a ladder.

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4. Trucking Operations and Mobile Equipment

Trucking operations and mobile equipment are used to haul material or equipment to and from work sites. During homebuilding the site can get very busy with backhoes, loaders, dump trucks, cement trucks and delivery vehicles. Protection of workers and/or the public is required in the working area. Traffic Control techniques should be implemented. Other general precautions should include:

- Minimize the need for equipment backing up. If required, ensure vehicles and equipment have back-up alarms and workers wear high visibility vests. Ensure standard signalling procedures are known and followed by everyone involved (including drivers of delivery vehicles and spotter).
- Be aware of the operators 'blind spots' – always maintain eye contact with the operator if you must approach equipment.
- Never stand under a suspended load or raised forks, buckets or blades.
- When receiving a load, use taglines to keep a safe distance between you and the load.

Truck drivers should be competent in the operation of the truck and or any other equipment associated with the truck (i.e. conveyors, hoists) as well as any techniques used to load and unload materials. All equipment must be capable of performing the task for which it is to be used and must be properly maintained.

5. General

Housekeeping is a major cause of residential incidents – scrap shingles and asphalt pebbles are often a cause of slips, trips and falls. It's very important to keep your job site clean – clean up as you go. Use a bin or create dedicated scrap piles as soon as possible. From a safety standpoint, cables and cords should be kept clear of workspaces to prevent tripping hazards.

It's recommended for fire extinguishers to be readily available for trades working with open flames.

There must be adequate lighting when performing work at all times.

Prior to beginning work, a toolbox talk can be very beneficial. When safety discussions are held, the chances are higher that a safe job will result.



To assist the general public in "awareness" of the potential and actual hazards – the first and simplest method is to post a sign and if the hazards warrant, you may need secure the site (i.e. fencing and warning tape) or the actual hazard (i.e. floor openings or access ramps / ladders).

ACKNOWLEDGEMENT

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of the builder or renovator will be undertaken in a safe manner, the following declaration must be signed and submitted.

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CONTRACTOR COMPLIANCE DECLARATION

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of the builder or renovator will be undertaken in a safe manner, the following declaration must be signed and submitted.

Submitted To: _____

Company Name: _____

Address: _____

CSAM Safety Program Information

COR Certification # _____ Safety Program Registration # _____

DECLARATION

I have read the information provided to me by the Builder or Renovator respecting Roofing, which I am advised was taken from the Manitoba Residential Construction Safety Guide, prepared by the Construction Safety Association of Manitoba. Its information relates to my trade or occupation to help ensure a safer job site.

- As required by all employers in the province of Manitoba, I have obtained current copies of the Workplace Safety and Health Act (W210) and the Construction Industry Regulation.
- As required by all employers in the province of Manitoba, I will ensure workers are supervised by a competent supervisor, familiar with the WSH Act and Regulations.
- As required by all persons in the province of Manitoba, I will share required information with the prime contractor, and those affected, necessary to identify and control existing and potential hazards.
- To the best of my knowledge, I and my company's employees meet the minimum safety training requirements as outlined in Manitoba's Workplace Safety and Health Legislation.

Print Name: _____

Signature: _____

Print Company: _____

Date: _____



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