

Sample safe job procedure (SJP)

Safety strap fall protection anchor removal for newly constructed residential roofs

- This SJP is **ONLY** to be used on a roof with a slope of less than 6:12 – steeper slopes **MUST** use a hook ladder
- **Only competent authorized personnel may perform safety strap removal**
- This SJP is meant for short term work no longer than 20 minutes
- This task will occur only when weather permits. Under no circumstances will the safety straps be removed when hazardous conditions are present (i.e.: ice, snow, mud, wind)

This safe job procedure (SJP) is to be used only to complete the task of removing the safety strap from a completed residential roof. Competent worker must be tied off for majority of this task – only exception is when the final safety strap is removed from the peak or hip of a completed roof

Worksite: Various Locations	Written by: MHBA Safety Committee	Approved by: MHBA	Date created: November	Date of last revision: April
Hazards present:	Personal protective equipment (PPE) and other tools or equipment required		Additional training and guidance documents:	
<ul style="list-style-type: none"> • Unprotected fall - potential for broken bones, head injuries, and fatality. • MSI - back injury • Exposed utility blade - cuts 	<ul style="list-style-type: none"> • Extension ladder • Lifeline • Safety harness • Lifeline, rope grab 	<ul style="list-style-type: none"> • Safety Footwear • Hard hat • Gloves • Utility knife 	<ul style="list-style-type: none"> • Safety orientation • Follow roofing guidelines • Fall protection training • Ladder training 	
<p>Manitoba WSH Regulation, W210/06:</p> <ul style="list-style-type: none"> • Safe Work Procedures (2.1) • Personal Protective Equipment (6.1) • Extension Ladders (13.16 (1, 2) 13.18, 13.19) • Fall protection (14) and Fall Protection Guideline 				
Safe Job Procedure				
<ol style="list-style-type: none"> 1. Inspect ladder prior to use by referring to the safe work practices on manufacturers recommendations for ladder use. 2. Ensure that an extension ladder used by a worker is equipped with locks that securely hold the sections of the ladder in the extended position and does not exceed 14.6 metres in length if it consists of two sections; or 20 metres in length, if it consists of more than two sections. 3. From the ground, visually determine the approximate location of the middle safety strap and set up the extension ladder. 4. All ladders shall be set up with a 4:1 slope and must be secured from movement (may be tied off, or held in place by a second worker as per Manitoba WSH Regulation 217/06 Part 13). 5. Maintain the three-point contact rule and face the ladder when climbing up or down on the ladder. 6. Inspect and confirm that roof surfaces are clear of slipping/ tripping hazards and that there are no environmental hazards such as ice, rain, wind (not to exceed 35 km/h), mud, and snow. 7. Maintain the three-point contact rule and climb up to middle safety anchor and tieoff. 8. The competent worker must climb to the peak or hip of the roof and walk to the furthest safety strap near the gable end. NEVER walk or move backwards at any time while on a roof and restrict time near any unguarded roofedge. 9. Take the sharp utility knife out of the pouch and cut the safety strap off. 10. Before proceeding to the next safety strap, put the safety strap and the utility knife into pouch. 11. Walk toward the next safety strap and continue the process of cutting (remove knife, cut, replace knife) the safety straps as you move toward the opposite end of the gable end (skipping the middle safety strap) ie: repeat steps 10 and 11 until complete. 12. Return to the middle safety strap and straddle the peak of the roof. 13. Unclip from the middle (last one) safety strap. 14. Put utility knife and safety strap into pouch. 15. Climb down the hook ladder and final extension ladder with a three-point contact. 16. Remove ladder from the worksite once the task is complete and worker is on the ground. 				
<p>This safe job procedure must be reviewed and readily available on each worksite that it will be used. I have read the safe job procedure for residential Roofing Safety Anchor Strap removal provided by the MHBA. I understand the potential hazards and will follow this procedure to ensure my safety.</p> <p>We authorize: _____ (Print name)</p> <p>Worker signature: _____</p> <p>Supervisor signature: _____</p> <p>Date: _____</p>				