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TQM ROOFING SAFETY MANUAL For Employees

Produced for TQM Roofing Employees by the company's
Safety Committee

February 27th, 2017



The persons listed comprise the Safety Committee. If you have any questions about this employee handbook, please speak with them.

- Richard Brazel
- Laura Sharpe
- Bill Seitz
- Luis Castillo
- Tommy Tharpe
- Gustavo Juarez

TQM Roofing is committed to setting a new standard for our industry and being the safest, most stable, and most rewarding place to work for the benefit of all of our employees, our customers, and the communities in which we live and work. Together, we will THINK, COMMUNICATE, and WORK SAFELY, every minute, every hour, and every day.

Safety Program

1. Management Policy Statement

Management of TQM Roofing, Inc. considers its first responsibility to be the safety and health of all its employees. In accepting this responsibility, a safety program has been established to provide a safe and healthful workplace.

Management will provide the necessary resources to carry out this program and will comply with all applicable federal, state and local requirements. Managers and supervisors will accordingly implement and enforce safety policies and safe procedures, encourage employees to remain accident-free, be on the constant alert for unsafe practices and conditions, and take action to eliminate such practices and conditions if they occur. In turn, every employee must accept responsibility or prevent injuries to themselves and others by following the safety policies and procedures outlined in this program. In doing so, employees, their families and TQM Roofing will benefit.



Richard Brazel, President

2. Assignment of Responsibilities

A. Executive Management

1. Maintain an active safety plan whereby all members of management promote awareness and safe work practices on and off the job.
2. Provide a work environment in which identified occupational hazards are controlled.
3. Require all employees to follow established safety rules and safe work practices. Safety performance will be measured and included in Job Performance Evaluations.
4. Provide adequate resources for achievement of approved safety objectives.
5. Provide active support for the safety program as an example to employees.
6. Delegate authority to others to expedite and facilitate the application of the safety program.
7. Evaluate the program on a regular basis and make adjustments as necessary.

B. Superintendents

1. Maintain responsibility and accountability for safety performance under their direction.
2. Educate and train employees concerning potential job hazards and the associated safeguards.
3. Utilize engineering methods and safe work practices where feasible to control workplace hazards.
4. Institute and enforce work practices where feasible to control workplace hazards.
5. Review and follow-up on accident/injury investigations to ensure that root cause(s) of all accidents and near misses has been identified and appropriate corrective action has been taken.
6. Ensure all employees and subcontractors under their direction are informed of the Safety Program and receive a copy of the safety rules.

C. Foreman/Lead People

1. Support the Safety Program and the safety performance of personnel under their direction.
2. Understand the Safety Program and any changes.
3. Ensure all employees under their direction are informed of the Safety Program and receive a copy of the safety rules.
4. Instruct each employee regarding appropriate actions when there are violations of established safety rules.

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5. Assure that each employee is trained regarding the hazards associated with each job and how to avoid and/or control them.
6. Instill “positive safety awareness” in each employee through personal example.
7. Take prompt corrective action whenever unsafe acts or unsafe conditions are observed or reported by employees.
8. Report and investigate all accidents/injuries and near misses under their direction. Determine the cause(s) of the incident and implement corrective actions to prevent recurrence.
9. Enforce good housekeeping practices.
10. Supply and enforce proper use of required personal protective equipment.
11. Obtain prompt first-aid for injured employees. Provide transportation on request for injured employees to the nearest medical facility if the injury cannot be handled by first-aid. Provide a method of emergency communication on each job site.
12. Provide applicable suggestions and/or information for Safety Program revisions.
13. Attend all safety meetings.
14. Conduct area safety inspections of the workplace on a weekly basis, and informal walk through inspections on a daily bases, checking for unsafe conditions or practices.

D. Employees/Subcontractors

1. Read, follow and support the Safety Program
2. Perform their job(s) in the safest manner prescribed.
3. Inspect work area(s) regularly, report workplace hazards, unsafe acts and make suggestions to correct/control hazards.
4. Should conduct themselves in a way that enhances their personal safety and that of their fellow workers.
5. Report all injuries, accidents, and near misses to their immediate supervisor on the day of occurrence, even if you deem them to be minor.
6. Keep the work area and/or job site clean and organized.
7. Attend all safety meetings.
8. When in doubt of a job procedure or a safety issue, ask your supervisor.

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3. Inspections

- A. Each superintendent will schedule a job site inspection before each new project begins. A written report is to be completed for each inspection. This report is to be retained for a period of one year. The report will cover the identification of recognized unsafe conditions and any other project completing items inherent to a particular job. The report will include a space to indicate corrective measures taken. The responsibility for the correction of defects is to be designated by management.
- B. Each Foreman/ lead person will conduct a weekly inspection of their work area. A written report is to be completed for each inspection and forwarded to upper management.

4. Accident Investigation

Foreman/lead person will conduct accident investigations of any job-related injury or near misses that could have resulted in an injury to personnel or property damage or any job-related injury that requires a visit to a clinic, physician or hospital.

- A. A First Report of Injury form (on-line report on the East Coast Risk Management website) or Worker's Compensation Report (Form 19) must be completed for all reportable injuries.
- B. An Accident Investigation Report (see Forms section for example) must accompany the First Report of Injury. The following information must be included on the injured person.
 - 1. His/her job title.
 - 2. Task being performed at the time of the accident.
 - 3. Cause of accident if known.
 - 4. Corrective actions required, time frame to make corrections and person responsible for corrective actions.
 - 5. Employees must report incidents that did or could have resulted in injuries and/or property damage to Laura Sharpe.

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5. Safety Meeting

- A. Safety Meetings will be held monthly.
- B. Subjects for safety meetings will be chosen by management or the Safety Committee (if applicable).
- C. Speakers will be employees of TQM Roofing, Inc. and/or outside guest speakers.
- D. A written record will be kept indicating the subject(s) discussed, date, attendees and conducting speaker.
- E. Safety Meeting records will be retained for one year.

6. Safety Rules

The purpose of safety rules is to thoroughly acquaint each of you with a set of safe working rules and procedures that will help you to preserve your health and welfare. It is well understood that you and your family are the beneficiaries of a good Safety Program.

No safety manual, however complete, can cover all conditions that might arise; therefore, it is necessary for you to use your best judgment along with the observance of established job safe practices. It is the desire of TQM Roofing to establish the safest working conditions by using the safest protective devices and equipment available, and to promote a good housekeeping program.

It is necessary to have your cooperation in order to promote a good safety program. If you do not completely understand all of your job procedures and safety rules, ask your supervisor for an explanation prior to starting work. It is Management's responsibility to provide the equipment and methods for your safe work performance. However, it is your responsibility to work according to established procedures. Accidents are caused; they don't just happen. You can prevent accidents by putting forth your best daily efforts and give your complete cooperation in accomplishing your assigned tasks. Let's remember, your job is only as safe as you make it.

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General Safety Rules

I. Personal Conduct

The following will not be tolerated:

1. Deliberate failure to follow established safe work practices rules or regulations provided Management.
2. Disregard of any supervisor's instructions.
3. Attitudes of indifference, recklessness, hostility and inattention to the job being performed.
4. Horseplay of any kind.
5. Drinking of alcoholic beverages or taking controlled drugs.
6. Sleeping on the job.
7. Disabling or bypassing any safety devices
8. Smoking cigarettes while working on the roof.
9. Employees using their cell phones while on the roof; the foreman will be the only exception.

II. Physical Condition

The following physical conditions must be reported to your supervisor immediately upon receiving either a verbal or written report from a medical doctor who has attended you:

1. Defective eyesight.
2. Defective hearing.
3. Muscular weakness.
4. Either high or low blood pressure.
5. Heart disease and/or problems.
6. Any other physical defect that might affect your safe work performance.
7. All accidents, whether resulting in injuries or not, all sickness or other ailments no matter how slight they may seem, which are in any way, attributable to or connected with your employment, must be reported to your supervisor immediately.

In any case requiring the services of a medical doctor, supervision must be notified immediately. Authorization for any visit to a physician connected with your employment must be obtained from supervision prior to you leaving the work site.

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III. Clothing and Safety Equipment

1. Required personal protective clothing and/or equipment shall be worn at all times as deemed necessary by your immediate supervisor.
2. Existing written safety procedures pertaining to your job assignments will prevail in each department, section office or unit. Additional safety procedures may be required by your immediate supervisor, as deemed necessary.

IV. Electrical Equipment

1. Only GFCI circuits shall be used on all construction sites.
2. Only employees who are qualified by prior approved training will work on or make repairs to electrical equipment.
3. All electrical circuits shall be tagged and locked out at the main disconnect for work before repairs to equipment are started. Our objective is a "ZERO" energy state prior to engaging repairs.
4. All electrical powered equipment, including electrical hand tools shall be inspected by the approved user and must be either properly grounded or double insulated before using.
5. Safety guards on all powered equipment must be in place and properly functioning before equipment is used.
6. Always disconnect the power supply line of tools and/or equipment before changing accessories.
7. Do not use the power cord of tools in order to lift or lower them.
8. Inspect the insulation on power lines and/or cables for frayed and/or broken connections each time tools are used.
9. Follow additional job safe practices provided by supervision.
10. Only approved and properly maintained extension cords are to be used on all job sites.

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V. Ladders, Scaffolds and Guards

1. Ladders must be inspected for cracked or broken rungs prior to use by the user. If they are found to be unsafe, the defective ladder must be reported to supervision.
2. Ladders must be used for access to scaffolds when ladders are not integrated into scaffold.
3. All ladders must be tied off at the top or stabilized in some other efficient manner in order to keep them from slipping, shifting or falling.
4. Scaffolding material must be inspected by the user and "competent person" prior to use.
5. Barricades must be used for all wall and floor openings where a 6 foot or more of vertical drop exists. They must not be removed until the job is completed.
6. Follow all other ladder, scaffold and guarding safety rules provided by your supervisor.

VI. Housekeeping and Personal Welfare

1. Clean bodies and clothes are essential to good health and such should be maintained.
2. All trash and/or waste containers, packing and paper boxes, etc. must be put in the proper place.
3. Nails protruding from boards, boxes or shipping containers, etc. must be removed or bent down immediately.
4. Containers are provided for all used paper towels, cigarette packages and butts, paper, candy wrappers, etc., and must be used. Deliberate and willful scattering of trash will not be tolerated.
5. Any and all work areas must be cleaned before the job can be accepted as being complete.
6. Aisles, ramps, steps, platforms and other passage ways must be kept clean and free of obstructions.
7. Toilets and break areas are provided for personal needs and must be used for these purposes. They are to be kept clean and orderly at all times.

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8. All employees are requested to park their vehicles in designated areas. Do not park in such a manner that you take up more space than required or block access to the job site.
9. Do not run up and down stair wells. Use provided hand rails. Never carry loads up and/or down stairs that block your vision while walking. Never leave items that cause obstructions in stairwells.
10. Additional safety rules may be added by your supervisor in each individual project depending on the conditions. These rules will also be followed by all employees.
11. Do not allow electrical cords or pneumatic hoses to be run up stairwells. Additionally, do not allow cords or hoses to be left at the top landing of stairwells.

Safety is everyone's responsibility; let's prevent accidents rather than treat the results of unsafe practices and unsafe conditions.

VII. Compliance With Rules

1. All personnel are expected to comply fully with these Safety Rules. Any failure to do so will result in appropriate disciplinary action. All disciplinary action will be consistent with fair and just treatment of each individual employee. Any disciplined employee who feels he or she has not been fairly treated should follow the established procedures in resolving this problem.

The listed Safety Rules are illustrative and should not be viewed as an exclusive listing to encompass situations specifically mentioned. Management reserves the right at all times, when circumstances warrant it, to create/enforce new rules or modify existing ones in order to ensure a safe, healthy and productive work environment for all our employees, contractors or guests.

VIII. Training

1. Safety training will be provided for new employees, and/or existing employees as required under Federal, state and local regulations.
 - A. Know associated job hazards and safeguards.
 - B. Potential job hazards and safeguards.
 - C. Required personal protective equipment.
 - D. Know where to get assistance when needed.
 - E. Fall protection and scaffold training.

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2. Annual training will be provided for all persons in supervisory positions in the following:
 - A. How to conduct safety orientations.
 - B. How to conduct facility and/or area inspections.
 - C. How to conduct accident investigations.
 - D. How to perform a Job Safety Analysis.
 - E. How to put safety into practice on jobsite plans.
3. The training should be accomplished by the job supervisor, but may be done by a training specialist or any outside consultant such as a vendor or safety consultant and/or the safety coordinator.

IX. Recordkeeping

1. Each supervisor and/or the Safety Committee shall maintain written copies for a period of one year from the end of the year for which the records are maintained.

These include:

- A. Accident and near-miss investigation.
 - B. Safety Meeting minutes.
 - C. Employee Training records
 - D. Area and/or facility inspection reports
 - E. Employer's Report of Occupational injury and illness Quarterly Summary (aka, "OSHA 300a Summary Log")
2. The types of work-related injuries that must be recorded and investigated are:
 - A. All fatalities (must be reported to OSHA within 8 hours).
 - B. All employees hospitalized as a result of a workplace accident.
 - B. All lost-work day cases.
 - C. All restricted and/or light duty cases.
 - D. All cases that require job transfers, termination or resulted in loss of consciousness and/or rehabilitation.
 3. The annual summary (OSHA Form #300a) shall be posted no later than February 1st, and not removed until the end of April.

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X. First Aid

Each department, office section or unit manager and/or supervisor shall adopt and implement a first aid program which will provide for a trained first aid person at each job site on each shift. A first aid kit with proper supplies for job hazard exposures will be maintained and periodically re-stocked as needed.

First aid is the emergency one time treatment of the ill and/or injured victim before professional medical or surgical attention can be obtained. Effective first aid materials should be maintained; and it is suggested that supervisory personnel be encouraged to enroll in the approved American Red Cross multimedia or first response course. This will assure that there are trained individuals available at all times trained to assist injured employees.

All employees required to administer first aid shall have required blood borne pathogen training.

XI. Emergency Preparedness Program

1. Be in compliance with Federal, State and Local Regulations.
2. Post emergency telephone numbers and provide emergency communications at each job site.
3. Have a contingency plan for natural disasters, fire, explosions, bomb threats and medical emergencies.
4. Post evacuation plans that will include evacuation routes and predetermined safe assembly areas.
5. Train employees and contractors in emergency procedures, evacuation and assembly areas.
6. Conduct training drills at least annually.
7. Emergency plans will be updated at least annually, and will include training of the employees and contractors in the revised plan.
8. Conduct monthly inspections on all access passageways and doors to ensure they are clear, unobstructed and operable.

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XII. Fall Protection Program

It is the policy of TQM Roofing, Inc. to take all practical measures possible to prevent employees and subcontractors from being injured by falls from heights. Our goal is to STRIVE FOR 100% PHYSICAL FALL PROTECTION (i.e. tying off when working outside warning lines) when on work surfaces six feet above lower levels. We will take necessary steps to eliminate, prevent, and control fall hazards; we will strive to exceed requirements of OSHA's Fall Protection standard (CFR 1926, Subpart M, Fall Protection).

First consideration will be given to controlling fall hazards through physical safeguards such as using fall restraint systems to prevent falls, or using personal fall arrest equipment, and/or erecting guardrails for fall protection. If physical safeguards are infeasible, fall hazards will be controlled by safety monitoring systems, warning lines and possibly controlled access zones. Fall protection will be planned in pre-job meetings, and implemented and monitored to control the risks of injury due to falling.

All personnel exposed to potential falls from heights will be trained to minimize the exposures. Fall protection equipment will be provided and its use required by all employees. Superintendents and Foremen will be responsible for implementation of the fall protection plan at their jobsite.

FALL HAZARD IDENTIFICATION AND EVALUATION:

The Superintendents and Foremen are the designated "competent persons" and are responsible for implementation of the fall protection plan at jobsites, including identifying fall hazards and taking action to correct them. They are responsible to evaluate each situation or work procedure where employees may be exposed to a fall of six feet or more, and implement appropriate fall protection systems and/or equipment.

EXAMPLES OF SITUATIONS REQUIRING FALL PROTECTION:

The following are examples of situations where fall protection would be needed. This listing is by no means complete, and there are many other situations where a fall of six feet or more is possible. It should be noted that ladders and scaffolding are not included in this list because they are covered by other OSHA standards and other requirements of our safety program.

PERIMETER ROOF EDGES:

Each employee working on, at, above, or near perimeter floor edges and wall openings (including those with chutes attached) six feet or more above lower levels should be protected from falling by the use of a guardrail system, a safety net system, or a personal fall arrest system.

ROOF OPENINGS:

Personal fall arrest or fall restraint systems should be used, or covers installed, or guardrails erected around roof openings (including skylights) that are six feet or more above lower levels. **COVERS** should consist **(at a minimum) of plywood**, mechanically fastened to prevent displacement, and marked "HOLE" or "COVER." Roof-hole covers must be able to support at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time.

RAMPS, RUNWAYS, AND OTHER WALKWAYS:

Each employee using ramps, runways, and other walkways shall be protected from falling six feet or more by guardrail systems.

LOW-SLOPE ROOFS:

Employees engaged in roofing activities on low-slope roofs with unprotected sides and edges six feet or more above lower levels shall be protected from falling by guardrail systems, safety net systems, personal fall arrest systems or a combination of warning line system and guardrail, warning line system and safety net system, warning line system and personal fall arrest system, or warning line system and safety monitoring system. **TQM will strive to tie off when working outside the warning lines.** On roofs fifty feet in width, the use of a safety monitoring system without a warning line system is permitted, **but those doing roof edge work need to tie off.**

STEEP-SLOPE ROOFS:

These are roofs having a slope greater than 4 in 12 (vertical to horizontal). Each employee on a steep roof with unprotected sides and edges six feet or more above lower levels shall be protected by guardrail systems with toe-boards, safety net systems, or personal fall arrest systems.

FALL PROTECTION SYSTEMS:

When there is a potential fall of six feet or more, we will utilize one or more of the following means of providing protection:

GUARDRAIL SYSTEMS:

Guardrail systems must meet the following criteria. Top-rails and mid-rails of guardrail systems must be at least one-quarter inch nominal diameter or thickness to prevent cuts and lacerations. If wire rope is used for top-rails, it must be flagged at not more six feet intervals with high-visibility material. Steel and plastic banding cannot be used as top-rails or mid-rails. Manila, plastic, or synthetic rope used for top-rails or mid-rails must be inspected as frequently as necessary to ensure strength and stability.

The top edge height of top-rails or (equivalent) guardrails must be 42 inches +/- 3 inches above the walking/working level. Mid-rails must be installed a height midway between the top edge of the guardrail system and the walking/working level (usually at 21 inches).

The guardrail system must be capable of withstanding a force of at least 200 pounds applied within 2 inches of the top edge in any outward or downward direction. When the 200 pound test is applied in a downward direction, the top edge of the guardrail must not deflect to a height less than 39 inches above the walking/working level.

Mid-rails, screens, mesh intermediate vertical members, solid panels, and equivalent structural members shall be capable of withstanding a force of at least 150 pounds applied in any downward or outward direction at any point along the mid-rail or other member.

Guardrail systems shall be surfaced to protect workers from punctures or lacerations and to prevent clothing from snagging.

The ends of top rails and mid-rails must not overhang terminal posts, except where such overhang does not constitute a projection hazard.

At holes, guardrail systems must be set up on all unprotected sides or edges. When holes are used for the passage of materials, the hole shall have not more than two sides with removable guardrail sections. When the hole is not in use, it must be covered or provided with guardrails along all unprotected sides or edges.

If guardrail systems are used around holes that are used as access points (such as ladderways), gates must be used or the point of access must be offset to prevent accidental walking into the hole.

If guardrails are used at unprotected sides or edges of ramps and runways; they must be erected on each unprotected side or edge.

PERSONAL FALL ARREST SYSTEMS:

These consist of an anchorage, lanyard, connectors (D rings), and body harness and may include a deceleration device, lifeline, or suitable combinations. Personal fall arrest equipment (PFAE) protects workers from different level falls.

PFAE will be used to protect employees when working six or higher when other means of fall protection are not feasible.

REQUIREMENTS for PFAE are as follows:

- Anchorages used for attachment of PFAE shall be capable of supporting at least 5,000 lbs. per employee attached.
- Lanyards and vertical lifelines must have a minimum breaking strength of 5,000 lbs.
- O-rings and snap hooks shall have a minimum tensile strength of 5,000 lbs.
- Effective January 1st, 1998 only "locking type snap hooks" shall be used.
Only one worker can attach to a vertical lifeline (i.e. a vertical "rope grab" system is an example of a vertical lifeline.).
- Horizontal lifelines must be designed, installed and used under the supervision of a qualified person, and must have a Safety Factor of at least TWO.
- Rope straps (webbing) on body harness must be made of synthetic fibers.
The attachment point of a full body harness must be in the center of the back, near your shoulders.
- Body harnesses / lanyards are to be used for fall protection only -and not for lifting loads, binding loads, etc.
- PFAE may not be attached to guardrails, hoists, or anchorages being used to support or suspended platforms.
- A personal fall arrest system, when stopping a fall should be rigged so a worker CANNOT free fall greater than six feet, nor contact any lower level.
- The use of body belts for fall arrest is prohibited as a full body harness is required.
PFAE must be inspected prior to each use for damage, wear or other deterioration; defective components must be removed from service.

COMMON OPERATIONS and AREAS WHERE PFAE IS USED:

- Perimeter roof areas.
- Roof openings.
- Scaffold erection.
- Installation of guardrails.
- Working on ladders near edges / openings.
- Working above protruding reinforcing steel.

FALL PROTECTION FROM SCISSORS AND AERIAL LIFTS:

If the boom mounted platform can be extended outside the wheel base (i.e. aerial lift, boom truck bucket), then body harness and lanyard attached to the basket/platform are required.

Otherwise it falls into the scissors lift category, and employees are not required to tie off as long as proper guardrails are in place and the platform remains within the wheel base.

If the guardrails are removed or are ineffective, then other means of fall protection (such as tying off) is required.

Hard hats must be worn at all times to provide protection from falling objects.

POSITIONING DEVICE SYSTEMS:

These body belt or body harness systems are to be set up so that workers can free fall no farther than two feet. They are primarily used for work at heights where "hands free" operation is required but excessive movement is not necessary. Positioning device systems should be backed up with a secondary fall arrest system (i.e. PFAE).

They shall be secured to an anchorage capable of supporting at least twice the potential impact load of an employee's fall or 3,000 pounds, whichever is greater.

FALL RESTRAINT SYSTEMS:

Fall restraint systems are designed and rigged to eliminate the potential of workers falling to lower levels. The equipment must be properly rigged so workers cannot go beyond the edge where the potential for a fall exists.

SAFETY MONITORING SYSTEMS:

When no other alternative fall protection has been implemented, the company shall implement a safety monitoring system. The company must appoint a competent person to monitor the safety of workers and the company shall ensure that the safety monitors:

- Is competent in the recognition of fall hazards;
- Is capable of warning workers of fall hazard dangers and in detecting unsafe work practices;
- Is operating on the same walking/working surfaces of the workers and can see them;
- Is close enough to work operations to communicate orally with workers and has no other duties to distract from the monitoring function.
- Mechanical equipment shall not be used or stored in areas where safety monitoring systems are being used to monitor employees engaged in roofing operations on low-sloped roofs.
- No worker, other than one engaged in roofing work (on low-sloped roofs) or one covered by a fall protection plan, shall be allowed in an area where an employee is being protected by a safety monitoring system.
- All workers in a controlled access zone shall be instructed to promptly comply with fall hazard warnings issued by safety monitors.

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PERIMETER WARNING LINES:

Perimeter warning line systems consist of ropes, wires, or chains, and supporting stanchions and are set up as follows:

- Flagged at not more than six foot intervals with high-visibility material;
- Rigged and supported so that the lowest point (including sag) is no less than 34 inches from the walking/working surface and its highest point is no more than 39 inches from the walking/ working surface.
- The rope, wire, or chain shall have a minimum tensile strength of 500 pounds.
- Warning lines shall be erected around all sides of roof work areas.
- When mechanical equipment is being used, the warning line shall be erected at not less than 6 feet from the roof edge parallel to the direction of mechanical equipment operation, and not less than ten from roof edge perpendicular to direction of mechanical equipment operation.
- When mechanical equipment is not being used, the warning line must be erected not less than six feet from the roof edge.
- **TQM will strive to tie off when working outside the warning lines.** On roofs 50' or less in width, the use of a safety monitoring system without a warning line system is permitted, **but those doing roof edge work must be tied off.**

PROTECTION FROM FALLING OBJECTS:

During roofing work, materials and equipment shall not be stored within six feet of a roof edge unless guardrails are erected at the edge, and materials piled, grouped, or stacked near a roof edge must be stable and self-supporting.

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SCOPE OF THE APPLICATION OF FALL PROTECTION STANDARD:

Not all workplaces, conditions and operations related to Fall Protection are covered by CFR 1926, Subpart M, Fall Protection.

- Steel erection is covered by Subpart R.
- Ladders and stairways are covered by Subpart X.
- Scaffolding requirements are in Subpart L.
- Fall protection for cranes and derricks is covered by Subpart N.

TRAINING:

Employees are required to be trained in the proper selection and use of fall protection equipment by a "competent person" if they will be exposed to fall hazards.

The training will include:

- Recognition of fall hazards and how to minimize exposure.
- Correct procedures for erecting, maintaining, disassembling, and inspecting fall protection systems and equipment used.
- Proper use of fall protection equipment.
- Understanding the OSHA Fall Protection Standard.
- **All "competent person" and employee training will be documented.**
- Re-training will be conducted at least annually for "competent persons" and as needed for employees exposed to falls.

Approved: Richard Brazel, President

Approved: Tommy Tharpe, Vice-President, Field Operations

Approved: Gustavo Juarez, Field Foreman

Approved: Luis Castillo, Field Foreman

Approved: Linda Sharpe, Controller/CFO

Approved: Bill Seitz, Senior Estimator

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APPENDIX:

- **Form 18, Employee Accident form**
- **Form 19, Supervisor Reporting form**
- **Jobsite Inspection form**



JOBSITE INSPECTION CHECKLIST

PROJECT NAME: _____ **DATE:** _____
INSPECTED BY: _____

Instructions: This is a guideline only. Any recognized hazard shall be corrected ASAP and interim protection provided for any serious hazards not readily corrected. Issue “Safety Violation Notices” to subcontractors as appropriate. Note corrective actions taken on the back of this form, and keep completed forms on file.

<i>OK</i>	<i>NOT OK</i>	<i>DESCRIPTION OF ITEM(S) TO BE CHECKED:</i>
		First-aid kit fully stocked & accessible (protective gloves provided?)
		NCDOL Poster and “911” posted?
		Fire extinguisher(s) present, \geq “2A”, inspected monthly & yearly?
		Haz-Com Program , MSDSs and inventory list on site?
		Rebar capped, no excess debris, nails in scrap boards, trip hazards?
		GFCI protection provided and tested weekly?
		PPE: Hard-hats, safety glasses, ear protection worn when needed?
		Work boots worn—with steel toes when needed (e.g., masons)?
		Industrial Trucks/Forklifts: Operator licensed? Daily inspections? Seat belts provided and worn?
		Power/Hand Tools: With proper guards and no broken handles?
		Cords: no cuts; no black tape repairs; 3-wire type, rated HD?
		Power Tools: 3-wire grounded OR double-insulated?
		Ladders: Extend 3’ past landing; good condition, used properly?
		Temporary Lights: Bulbs installed; plastic guards, hung by loop?
		Scaffolds: Guardrails/toeboards @ 10’, ladder access, fully planked, “X” braces in place, base-plate plus mud-sill, guyed/tied as required?
		Excavations: At 5’, is sloped or shielded? Ladder \leq 25’ away, spoil \geq 2’ away, competent person on site, utilities located, traffic control?
		Fall Protection: Provided for work over 6’? Floor holes protected?
		Powder-actuated tools: Eye/ear protection? Documented training?
		Stairs: Pan stair treads filled for temporary use?
		Stairs with \geq 4 risers: At least 1 handrail, and stairrail (top and midrail) on each unprotected open side? Landing at door openings?
		Cranes: Swing radius protected; daily inspections; fire extinguisher; load & hand-signal charts posted; annual service; trained driver?
		Vehicles: Back-up alarms, horns & lights working? Seat belts used?
		Concrete/block sawing: Wet methods/dust mask/earplugs used?
		Masonry Walls adequately braced?
		Flammable Liquids: Properly stored in metal cans & labeled?
		Other:

