

VERSATILE ROOFING SOLUTIONS LLC

**367 Wakulla Springs Road
Crawfordville, FL 32327**

Phone (850) 210-7345



Company Safety First Program

March 2018

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MANAGEMENT COMMITMENT

The safety policy of Versatile Roofing Solutions LLC is to comply with the Standards of the Occupational Safety and Health Act and to have a safe and injury/illness free job site. This company is committed to ensuring that you do not work in an environment that is hazardous or dangerous to your safety or health.

A copy of the OSHA Safety and Health Standards 1926/1910 are available for your use and reference. These Standards shall be available at all times.

Compliance with the following Safety Policy and all items contained therein is mandatory for all employees of the company. The authorization and responsibility for enforcement has been given primarily to the supervisor on site, however, all employees are expected to assist in identifying and correcting unsafe conditions and work practices.

This company safety program is designed to provide and promote a safe working environment for all of Versatile Roofing Solutions LLC's employees. This workplace safety program will be incorporated as the standard of practice for our employees. Compliance with the safety rules will be required of all employees as a condition of employment. Employees that do not comply with the safety requirements outlined in this program will be subject to immediate termination.

The contents of this safety program will be reviewed and updated annually. However, new procedures or rules that are necessary for our employee's safety can be included at any time.

RILEY MILLER

President :Versatile Roofing Solutions LLC

March 2018

POLICY

It is Company Policy that accident prevention is a prime concern to all of us. No employee is to perform any task that jeopardizes his or her safety or the safety of others. Our focus must be to "work smart" and to do this; we must always utilize tools, equipment and material the way they are designed to be used without compromising safety in the process. We do not believe in shortcuts when it comes to the safety of our personnel, therefore, we must perform all task with safety in mind. Safety takes a commitment from all personnel and we want all employees to be proactive in job safety.

Always feel free to ask questions or instructions as to how to do something you are unsure of. Accident prevention is a must in our daily activities.

SAFETY TRAINING & MEETINGS

New Employee Training:

All new employees will receive a safety orientation before beginning work. The Supervisor/Foreman or the company president will provide this training. Training will consist of instructing employee in the recognition and avoidance of unsafe conditions, safe working practices, the importance of job site safety and a review of the company safety program.

All new employees will be under a “safety probation period” (requires observation by site qualified employees concerning work safety practices) until the supervisor feels the individual is properly trained and qualified concerning job site work practices.

Safety Meetings:

- Safety toolbox talks will be conducted at the beginning of every new job to review the work processes and assess safety requirements needed to perform the work safely. All company employees that will perform work on site will attend this meeting.
- Mandatory Safety meetings will be conducted Monthly and the dates and times can be located under the Employee Portal Page of the company website @ www.versatilerooftingsolutionsllc.com. Meetings will be a “tool box” type meeting and relevant safety concerns will be discussed. Anyone who is unable to attend must have prior President authorization to be absent. The President/Supervisor/Office Staff conducting the meeting will identify the subject items discussed and attendees in a written record to be maintained by the company.

Training Materials:

- Material and information concerning the continued promotion of job safety can be obtained from: University of South Florida Consultation Program at (866) 273-1105 and from the web site: www.safetyflorida.usf.edu. As well as Safety Videos under the Employee Portal Page of the company website @ www.versatilerooftingsolutionsllc.com
- Federal OSHA web site: www.osha.gov will be used in obtaining additional information for our training program.

SITE INSPECTIONS

The best way of preventing accidents is to identify possible sources that may cause them on the job site. Construction processes are very fluid and conditions change on job sites from minute to minute. Also, many different employees from different trades are on site therefore, the potential for danger continues to grow bigger. For this reason it is important for all employees to be alert to situations that may cause accidents and take corrective action.

- Daily job site inspections must be made by the supervisor to identify such conditions or hazards that require correction or special attention.
- Each employee is responsible for inspection of equipment and tools before use. Equipment or tools that require repair should be immediately red tagged and not used until repaired.
- Be alert to any unsafe condition or work practice. Such conditions should be reported to the supervisor.
- If you feel safety conditions or practices can be improved on the site, suggest them to the supervisor.

FIRST AID

If a medical emergency occurs on site, professional medical assistance should be called by dialing 911 and the Supervisor/Foreman alerting Office staff @ (850) 661-3286 immediately following the 911 call. If the injury is not an emergency, a first report of injury must be filled out by Supervisor/Foreman and injured employee. A call by the Supervisor/Foreman must then be made to office staff @ (850) 661-3286 for further evaluation and instruction on seeking medical attention. If an employee has an injury and declines seeking medical attention, the Supervisor/Foreman and injured employee must fill out a first report of injury form stating such. For minor injuries a first aid kit is available on site with necessary supplies to be used at will.

HOUSEKEEPING

Maintain a clean job site is a very important part of accident prevention. Disorder of materials and scrap is a source of potential fires and injuries to employees on the site. It is the responsibility of each employee to maintain good housekeeping in the work area. Some general housekeeping practices are listed below.

- Do not allow waste debris to accumulate.
- Place scrap materials in containers as work progresses.
- Walking & working surfaces shall be kept clean and dry.
- Keep material neatly stacked and organized.
- When containers are not in use they should be sealed.
- A good housekeeping practice reflects safety awareness.

GENERAL SAFETY RULES

- All injuries, regardless of how minor, must be reported to the supervisor immediately.
- Report any unsafe conditions to the supervisor on site.
- Proper, good fitting apparel is required to be worn to prevent tripping hazards.
- Substantial high grip shoes are required to be worn on job sites.
- Do not run on site or jump from elevated climates.
- Fighting and horseplay is prohibited.
- Do not remove guards or other safety devices from tools or equipment.
- Inspect power tools and cords daily to insure they are in safe working condition.
- Personal protective equipment shall be worn as determined by the site supervisor.
- Alcohol or non-prescription drugs will not be used or brought onto the jobsite.
- Safety harnesses and lanyards will be used when working 6 feet or higher on unguarded surfaces.
- A portable ABC fire extinguisher must be in close proximity on site.
- Be alert to changing weather conditions and the impact it has on the job site.

LADDERS (Subpart X of 1926)

All employees must have received ladder training prior to using ladders on site by supervisor/foreman. Employee also agrees to watch training videos located under the Employee Portal Page of the company website @ www.versatilerooftingsolutionsllc.com prior to work starting date upon signing this agreement.

- Portable ladders/stairs must be used when there is an elevation change of more than 19 inches
- Inspect ladders daily, and if damaged, red tag and remove from service.
- No broken or missing rungs or steps.
- Side rails must extend at least 36 inches above landing and be secured for extension ladders.
- Always position ladder on level and firm base.
- Stepladders must have locking spreader bars.
- Never use top two steps of a stepladder.
- Do not use metal ladders near possible electrical hazards.
- Extension ladders must be set up at a 4 to 1 ratio.
- Areas around the top and base of ladders must be free of trip hazards.
- Remember the 3-point contact rule.

FALL PROTECTION (Subpart M of 1926)

All employees that may be subject to fall hazards must be trained on site by supervisor/foreman. Employee also agrees to watch training videos located under the Employee Portal Page of the company website @ www.versatilerooftingsolutionsllc.com prior to work starting date upon signing this agreement.

- Employees have received complete fall protection training.
- Employees must report any employee who is not using fall protection equipment to the supervisor/foreman immediately.
- Ensure structural integrity of working and walking surfaces have adequate strength.
- Whenever worker is greater than 6 feet adequate means of fall protection must be provided. Unless there are other means of meeting osha's requirements normally in residential applications.
- All individuals understand the limitation of fall protection equipment.
- Employees must be knowledgeable of lifelines, harnesses, lanyards and anchorage points.
- Employees understand the need and requirements of a component person.
- Floor hole covers must be capable of supporting twice the expected load, secured and marked.

SCAFFOLDING (Subpart L of 1926)

All employees who perform work on a scaffold must receive training from a supervisor/foreman. Employee also agrees to watch training videos located under the Employee Portal Page of the company website @ www.versatilerooftingsolutionsllc.com prior to work starting date upon signing this agreement.

- Must be assembled, used and disassembled under the supervision of a Component Person.
- Always use solid planking.
- Guardrail, mid-rail and toe board when greater than 10 feet in height.
- Scaffold planks must be in good condition, and capable of 4 times the intended load.
- All frame scaffold must be properly braced, leveled, tied into structure if greater than 14 feet.
- Never stand on buckets, cans, or similar objects to reach a higher level.
- Scaffold tags should always be on scaffold to indicate condition:

ELECTRICAL SAFETY (Subpart K of 1926)

All employees must be trained on site by supervisor/foreman. Employee also agrees to watch training videos located under the Employee Portal Page of the company website @ www.versatilerooftingsolutionsllc.com prior to work starting date upon signing this agreement.

All temporary electrical panels on the job site will be protected by a Ground-Fault Circuit Interrupter system (GFCI).

- All electrical tools and equipment must be equipped with a grounding conductor or be double insulated.
- Power cords with any damaged outer insulation; damaged/missing grounding pin or insulation pulled away from connector will be removed from job site.
- Do not splice electrical extension cords.
- Any electrical hazard observed on site should be reported to the supervisor.
- Any open circuits in panel boxes must be effectively closed.
- All circuits should be labeled to indicate their purpose.
- Romex cable cannot be used as an extension cord.
- All electrical switches must be provided with a protective cover.

HAND AND PORTABLE POWER TOOLS (Subpart I of 1926)

A variety of different power tools are used on a job site from electrical, pneumatic, gas and power tools. Employees must have received training in the proper use of power tools they are expected to operate on site by supervisor/foreman. Employee also agrees to watch training videos located under the Employee Portal Page of the company website @ www.versatilerooftingsolutionsllc.com prior to work starting date upon signing this agreement.

General:

- Inspect your tools daily to ensure they are in serviceable and safe condition. Do not use damaged or defective tools.
- Insure all required guards are in place and in serviceable condition.
- Never lift or lower tool with cord.
- Use the proper personal protective equipment.

Electrical Tools:

- Insure the power cord outer insulation is not damaged or spliced.
- Tool must be double insulated or have a separate grounding connector.

Pneumatic Tools:

- Excess flow valve must be installed at the manifold outlet of each supply line for hand-held tools.
- Pneumatic hose connections must be fastened securely with a locking pin.
- Safety clips or retainers must be on all pneumatic tools to prevent accidental disconnection.

Fuel Powered:

- Motors must be shut down while being refueled.
- Smoking is prohibited during refueling operations.
- Be aware of carbon monoxide exhaust; do not operate in confined spaces.

Power Actuated Tools:

- Tool operator must have received training from manufacturer's representative and have a certification card from the representative that indicates he/she has received training in tool use.
- Eye protection is required when using powder-actuated tools.