



Safety Manual

Village Roofing Co., Inc.

Employee Guide to Safety Policies and Procedures
to Support a Safety-Conscious Work Environment

Copy number _____ Issued to _____

Commitment to Safety (OSHA Safety and Health Standard 1926/1910)

Village Roofing Co., Inc. recognizes that our people drive the business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by Village Roofing Co., Inc.'s employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

Village Roofing Co., Inc. is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and Village Roofing Co., Inc. .

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Village Roofing Co., Inc. will make every reasonable effort to provide a safe and healthy workplace that is free from any recognized or known potential hazards. Additionally, Village Roofing Co., Inc. subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Village Roofing Co., Inc. in higher regard with customers and Page | 2increases productivity. This is why Village Roofing Co., Inc. will comply with all safety and health regulations that apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of Village Roofing Co., Inc. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of Village Roofing Co., Inc. will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, Management must monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and people affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Village Roofing Co., Inc. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood.

Dan Garman President

Davina Vanderburg

Justin Snoblen, Vice President

Safety Administrator

February 03, 2023

February 03, 2023

Table of Contents

<u>Commitment To Safety</u>	2
<u>Table Of Contents</u>	3-4
<u>Employee Safety Responsibilities</u>	5- 6
<u>Safety Orientation Training</u>	7
<u>Return To Work Program</u>	8
<u>Emergency Action Plan</u>	9-10
<u>Emergency Contact Information</u>	11
<u>Sexual Harassment Policy</u>	12
<u>Workplace Violence</u>	13
<u>Access To Employee Exposure & Medical Records</u>	13
<u>Vehicle Use Policy</u>	14
<u>OSHA Compliance Programs</u>	16-18
<u>General Safety Precautions</u>	19-20
<u>Job-Specific Safety Precautions</u>	21-26
<u>First Aid Kit contents</u>	28
<u>Injury Reporting Policy</u>	29
<u>Serious/Fatal Accident Procedures</u>	30
<u>Disciplinary Program</u>	31
<u>Employee Acknowledgement Form</u>	32

Appendixes

<u>Contractor Safety Violation</u>	33
<u>Employee Incident Report</u>	34-35
<u>VRCI Incident Investigation</u>	36-37
<u>Vehicle Incident Report</u>	38-39
<u>Jobsite Safety Checklist</u>	40-41
<u>Safety Orientation Quiz</u>	42-45
<u>Disciplinary Action Form</u>	46
<u>Substance Abuse Program Drug Free Workplace</u>	47-54
<u>VRCI Letter to Employee re substance abuse</u>	55
<u>Fall Protection Program</u>	56-60
<u>Revised Haz Com GHS Program</u>	60-70
<u>What is GHS?</u>	71-76
<u>OSHA Silica effective 7-1-17</u>	78

Employee Safety Responsibilities

The primary responsibility of the employees of Village Roofing Co., Inc. is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees **MUST** become familiar with, observe, and obey Village Roofing Co., Inc.'s rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees **MUST** learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, he or she is under instruction **NOT** to begin the task until he or she discusses the situation with his or her supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she is required to contact the Safety Administrator.

NO EMPLOYEE IS EVER REQUIRED to perform work that he or she believes is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others.

General Safety Rules

Conduct

Horseplay, 'practical jokes,' etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.

Drugs and Alcohol

Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.

Housekeeping

You are responsible for keeping your work area clean and safe. Clean-up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.

The following areas must remain clear of obstructions:

- Aisles/exits (ladders to roofs are critical)
- Fire extinguishers and emergency equipment
- All electrical breakers, controls, and switches

Injury Reporting

All work-related injuries must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment.

Village Roofing Co., Inc. provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured or ill employee to heal under a doctor's care while she/he remains productive. Employees are required to return to work immediately upon release.

All VRCI authorized vehicle drivers are required to report all moving violations within 8 hours of the violation.

Employee Safety Responsibilities

Project work Safety----- New construction; roof re-placement; roof repair

- a. Employees of Village Roofing Co., Inc. are required to follow all VRCI safety regulations and all safety/security regulations that are project and building specific.
- b. If your lead person does not advise you regarding safety hazards, consider the following:
 - Emergency exit location(s).
 - Keep your eye on the path you are walking and avoid any tripping/slipping hazards. When on stairs maintain three-point contact (hand on rail and feet on stairs);
 - While working on projects sites safety regulations must be followed I.E., eye protection, hearing protection, and hard hats. All PPE (personal protection equipment) will be in the possession of the Village Roofing Co., Inc. employee and not provided by the client.
 - Wear shoes that support your feet and are slip resistant.
 - Avoid clothing that is either constrictive or too loose; loose clothing can get caught in machinery or other equipment.

These rules are established to help you stay safe and injury free. Violation of the above rules or conduct that does not meet minimum accepted work standards, may result in discipline, up to and including discharge.

When working at a customer location, employees are required to follow the above rules, as well as all customer rules and procedures, and work in a manner that reflects positively on the company. Before operating any equipment at a customer location, permission must first be secured from the customer contact.

Safety Orientation Training (All records are maintained at 2403 Park Plus Dr)

The Company is committed to providing safety and health-related orientation and training for all employees at all levels of the Company. The Company will maintain and support a program to educate and familiarize employees with safety and health procedures, rules, and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data.

The training may include, but not be limited to the following:

1. Company specific accident and incident data
2. Hazards associated with the work area.
3. Hazards associated with a specific job or task.
4. Operation of specific equipment
5. Personal protective equipment
6. Emergency procedures
7. Employee accident reporting requirements
8. Return to work program.
9. Any OSHA required training not included or addressed above.

Periodic Inspections (Scheduled and maintained at VRCI office)

It is the policy of our Company that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures as relates to employees, contractors, and vendors.

All employees are responsible for cooperating during these inspections and managers and supervisors are responsible for initiating corrective actions to improve items discovered during the walk-through inspection.

Incident Reporting

1. Any work-related injury or suspected injury must be reported immediately to your job site foreman. An Employee Incident Report form must be completed. Failure to promptly report an injury may result in disciplinary action.
2. Safety Administrator will contact the first response clinic or emergency room you visit (depending upon the severity of the injury the Safety Administrator will schedule the appointment for non- critical injuries) – you or Lead person **first** should get the medical attention then **second** contact the safety administrator. The safety administrator will ensure proper administrative work is addressed.
3. If follow –up visits to the treatment facility are required-ensure that all paperwork is given to Lead person who will send to the safety administrator.
4. Village Roofing Co., Inc. provides light duty work for employees recovering from injury. Employees are required to return to light duty work immediately upon release.
5. An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.

Return to Work Program

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both Village Roofing Co., Inc. and its employees. We want our injured employees to get the best possible medical treatment immediately to assure the earliest possible recovery and return to work.

Village Roofing Co., Inc. has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

Village Roofing Co., Inc. wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignments. Thus, we have implemented a Return-to-Work program, which includes transitional or light duty work. The Return-to-Work program is temporary, not to exceed six months.

Employee Procedures

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
- If a **post-accident drug screen** is not performed the **same day** as the injury, the employee will only be paid up to one hour while taking time out to have the drug screen sample collected.
- You must complete and sign a Report of Injury or Illness form.
- When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a **Return-to-Work Evaluation form**. (Provided by the treatment center) Regardless of the choice of physicians, the Return-to-Work form must be completed for each practitioner visit.
- Under this program, temporary light duty work is available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job, but can perform transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program, and, in some cases, be a basis for termination.
- Employees who are unable to work and whose absences Village Roofing Co., Inc. approve must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Safety Administrator. You must also have your practitioner complete both the Return-to-Work Evaluation form and Return to Work Request / Physician's Authorization form.
- Employees who are not eligible for leave under FMLA must return to light duty or regular work if possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Employees must provide a Return-to-Work form indicating they can return to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Cooperate with our third-party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your Job Site Foreman and the Human Resources Department.

Emergency Action Plan

General Emergency Guidelines

- Stay calm and think through your actions.
- Know the emergency numbers:
 - Fire/Police/Ambulance 911
 - VRCI Office Number 931-223-5573
- Know where the exits are located.
- In the event of any emergency, do not take elevators; use the stairs.
- Do not hesitate to call or alert others if you believe that an emergency is occurring; you will not “get in trouble.”
- First aid supplies and emergency equipment are in the team leaders’ truck for use by those who are authorized and properly trained.

Evacuation- This will be a part of Project start up every job site will be different.

- If emergencies occur while on the project, make sure all team members are accounted for.
-
- If any employee is missing, an immediate report should be made to the lead person or any emergency response personnel that may be involved.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy a job site or building will be issued by the lead person.
-

Fire Safety

- Alert other people in the immediate hazard area.
- Other than small fire extinguishable flames LEAVE THE AREA! And stay with the team.
- If you have been trained, you can decide to use a fire extinguisher following these instructions:
 - P=Pull the safety pin
 - A=Aim the nozzle at the base of the fire
 - S=Squeeze the operating lever
 - S=Sweep side to side covering the base of the fire

**When using a fire extinguisher, always stay between the fire and an exit; stay low and back away when the fire is extinguished.*

**Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*

Emergency Action Plan

Medical Emergency

- Upon discovering a medical emergency, call 911.
- Notify the team lead and report the nature of the medical emergency and location.
- Stay with the person involved, being careful not to encounter any bodily fluids.
- If necessary, send someone to the entrance of the building to direct emergency response personnel.
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- The VRCI office will make any necessary notifications to family members of the person suffering the medical emergency.

Severe Weather

- The VRCI lead is always monitoring weather since non watertight roofs are unacceptable situations in the event of rain. If the leader reports severe weather approaching, it will assist in securing the area and safe exit is achieved.
- Make sure truck radio is on while driving, the national weather service will give you warning in high wind and/or tornado conditions exist follow instructions of weather warning including getting off the road and finding shelter.
- The middle room of the office is safest room make sure all doors are closed and use desks as shelter.

Emergency Contact Information

Office
Posting of emergency numbers
Including home phone of President and safety administrator.

The below information form to be filled out as a part of Project Set Up Sheet checklist.
Safety Administrator responsible for packet.

JOBSITE TELEPHONE NUMBERS:

PROJECT NAME/NUMBER: _____

ADDRESS: _____

TELEPHONE: _____

SITE SUPERINTENDENT: _____

Cell/Home TELEPHONE: _____

CLIENT CONTACT: _____

OFFICE TELEPHONE: _____

Cell/Home TELEPHONE: _____

Local:

Clinic for most injuries:

Name: _____

Address: _____

Phone: _____

If serious call 911

Closest Hospital; _____

Address: _____

Phone: _____

Sexual Harassment Policy

The Company does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers, or persons doing business with us. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status, or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, or national origin; sexual advances; requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Examples of conduct prohibited by this policy include but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions.
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.
- Explicit or degrading verbal comments about another individual or his/her appearance.
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer.
- Any sexually offensive or abusive physical conduct.
- The taking of or the refusal to take any personnel action based on an employee's submission to or referral of sexual overtures; and
- Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

If you believe that you are being subjected to workplace harassment, you should:

1. Tell the harasser that his or her actions are not welcome, and they must stop, if you feel comfortable enough to do so.
2. Report the incident immediately to your team lead; safety administrator 931-223-5573, Dan Garman – President VRCI
3. Report any additional incidents that may occur to one of the above resources.

Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given Village Roofing Co., Inc. 's obligation to investigate and act upon reports of such harassment.

Workplace Violence

- Any employee who feels that she/he has been threatened should immediately report their concern to the supervisor and to Human Resources.
- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify team lead (NO HERO" S get away from area)
- Depending upon the level of concern, the police department (911) should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with Safety administrator of President Dan Garman. All matters will be handled confidentially.

Vehicle Use Policy

To: All drivers of Village Roofing Co., Inc.
Effective: January 1, 2022

- This policy applies to:
 - Vehicles owned, leased, or rented to Village Roofing Co., Inc..

The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and Village Roofing Co., Inc. .

- All drivers must have a valid driver's license.
- Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an 'unacceptable driver,' your employment may be terminated.
- VRCI insurance carrier administers this record check and the insurance carriers' findings are final judgment unless the employee can provide documentation that will change the MVR findings.
- Your supervisor must be notified of any change in your license status or driving record.
- Vehicle is for business use; no family member is permitted to drive the vehicle.
- Employee is required to follow all traffic regulations, 1) speed limit; 2) seat belts utilized by all passengers in the vehicle; 3) no texting while driving; 4) no driving while under influence of any drugs including, alcohol, prescription pain killers.,

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.
- Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
- Report the accident and any traffic related moving violations to Village Roofing Co., Inc. as soon as possible.

By signing this document, you agree that you have read and understood the Vehicle Use policy and will comply with it.

Employee's Signature

Date

OSHA Compliance Programs

Hazard Communication

1. All Village Roofing Co., Inc. employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.
2. Material Safety Data Sheets (MSDS) are documents provided by the supplier of a chemical. MSDS detail the chemical contents, associated hazards, and general safe handling guidelines. At Village Roofing Co., Inc. , the MSDS collection is located at team lead truck and/or VRCI main office 931 223 5573 2403 Park Plus Dr Columbia. Employees are free to utilize the MSDS as needed.
3. General rules for handling chemicals in an office environment are:
 - Read all label warnings and instructions.
 - Follow instructions for quantity. More is not better.
 - Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
 - Always wash your hands after handling chemicals.
 - If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
 - Any questions or concerns regarding chemicals should be reported to your team lead or Safety administrator.
4. All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas: All information is on container as purchased.

Do Not Transfer roof liquids to other containers.

- **FIRE** (red background color) - will the material burn?
- **HEALTH** (blue background) - is the material dangerous to my body?
- **REACTIVITY** (yellow background) - is the material dangerously unstable?

After each hazard (Fire, Health, and Reactivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hazard:

- 0 Minimal
- 1 Slight
- 2 Moderate
- 3 Serious

Bloodborne Pathogens

1. Blood and other bodily fluids can carry pathogens, which can cause diseases in others. This includes HIV, which leads to AIDS, and hepatitis.
2. Because we cannot tell by looking at a person if they are infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.
3. In the event of a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the ill/injured person to support him/her, just be sure to stay out of contact with any bodily fluids.
4. If you find spilled bodily fluids, a syringe, or other medically contaminated materials, do not attempt to clean up by yourself. Team leads to be notified.

OSHA Compliance Programs

Personal Protective equipment (PPE)

Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.

- a) Safety Glasses – must be always worn in designated areas in this facility.
- b) Fall protection -Harness and lanyard all required areas.
- c) Hard Hats – must be always worn in designated areas.
- d) Gloves – work gloves must be always worn when handling sharp or rough stock, welding, or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
- e) Welding – appropriate filter lens, welding helmet, gloves, and sleeves are always required for welders.
- f) Respirators – only employees trained and authorized to use respirators are allowed to do so.
- g) Hearing Protection – is required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss).

Lockout/Tagout---- Metal Shop

Prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means, "Keep your hands off."

1. Do not perform any maintenance, inspection, cleaning, adjusting or servicing of any equipment without following the company's lockout/tagout program.
2. If required to work on powered equipment (hydraulic, electrical, air, etc.), you must always have your personal padlock with your name on it and personal key on your person.
3. Disconnect and padlock all machine power disconnects in the off position before removing guards for the purpose of working "ON" or "IN" the machinery or approaching its unguarded parts. (NOTE: When more than one employee is working on a single piece of equipment, each employee must use his own padlock along with lock-out tongs to lock out the equipment. When the work is completed, he must remove only his lock.
4. Do not commence equipment repair or maintenance work until you have verified that the tagged/locked out switch or control cannot be overridden or bypassed.
5. Replace all guards before removing personal padlocks from the control.
6. Do not use or remove another employee's protective lock. Do not remove a lock from equipment unless you place it there.
7. Before machinery is put back into use after LOCKOUT/TAGOUT, give a verbal announcement or sound a warning to fellow employees.

Roof Work deals with battery and electrical power tools- lock tag not required.

1. Electrical tools unplug the cord and put plug in your pocket while changing blades drill bits etc.
2. Battery tools remove battery before changing blades; bits etc.

Confined Space

Only trained and authorized employees are permitted to enter confined spaces. If you believe that your job requires confined space entry, contact your supervisor prior to undertaking the work. **Confined spaces are areas not meant for human occupancy, have limited means of entry/exit, and have electrical, chemical, thermal, atmospheric, or entrapment hazards.**

Our Project Initial Startup JHA will identify any areas that would be confined spaces and those areas are to be avoided.

OSHA Compliance Programs

Respiratory Protection- We do not perform work that requires respirators. Dust masks may be used at an employee's discretion.

If a project would occur that is subject to respirators the safety administrator will facilitate special work specific program including all required documentation

Fire Prevention & Electrical Safety

Fire Prevention

1. Smoking is only allowed in designated exterior smoking areas.
2. Heaters in shop to be turned off at end of each shift
3. No flammable chemicals work to be conducted outside of building.
4. All roof work is in outside condition, but portable fire extinguisher is required at every work site.

Electrical Safety

1. Except for independently fused multi-tap cords for computers, extension cords are not allowed in office areas.
2. Keep electrical cords out of areas where they will be damaged by stepping on or kicking them.
3. Turn electrical appliances off with the switch, not by pulling out the plug.
4. Never run cords under rugs or other floor coverings.
5. The following areas must always remain clear and unobstructed:
 - Exit doors,
 - Aisles,
 - Electrical panels, and
 - Fire extinguishers.

General Safety Precautions

Lifting

1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-workers.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object using your hands and fingers. Use handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, stand to an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. 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.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
16. Never lift anything if your hands are greasy or wet.
17. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

Ladders & Stepladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. 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.
5. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down it.
8. Maintain a three-point contact by always keeping both hands and one foot or both feet and one hand on the ladder when climbing up or down the ladder.
9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder. Do not jump from ladders or step stools.
10. Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use the ladder or stepstool.
11. Do not stand on the top two rungs of any ladder.
12. Do not stand on a ladder that wobbles, or that leans to the left or right of center.
13. When using a straight or extension ladder, extend the top of the ladder at least three feet above the edge of the landing.
14. Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
15. Do not move a rolling ladder while someone is on it.
16. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
17. Do not carry items in your hands while climbing up or down a ladder.

General Safety Precautions

Housekeeping

1. Do not place materials such as boxes or trash in walkways and passageways.
- 2.. Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.
3. Return tools to their storage places after using them.
- 4.. Do not use gasoline for cleaning purposes.
5. Put trash in proper containers
6. Trash bags are supplied for all projects place trash in trash bags and remove to containers as you work
7. Leave work area clean at end of shift.

Job-Specific Safety Precautions

Heavy Equipment Operation

1. No passengers are permitted on heavy equipment.
2. Keep windows and windshield clean.
3. Do not use heavy equipment if the horn or backup alarm do not sound.
4. Turn off the engine before leaving heavy equipment unattended.
5. Do not jump off or onto any heavy equipment.
6. Keep heavy equipment in gear when going down grade. Do not use neutral.
7. Do not use a bucket or other attachments for staging or temporary platform for workers.
8. Stay in the compartment during operation of heavy equipment. Do not reach in or attempt to operate controls from outside the piece of equipment.

Crane Safety- VRCI contracts all crane work.

1. Do not use load hooks that are cracked, bent or broken.
- 2.. Passengers are not permitted to ride inside the operator's cab of a truck crane.
3. **Do not walk or stand under a crane held load.**
4. Wear a high visibility vest when working as a signalman.

Sling Safety

1. Do not use chain slings if links are cracked, twisted, stretched or bent.
2. Do not shorten slings by using make-shift devices such as knots or bolts.
3. Do not use a kinked chain.
4. Protect slings from the sharp edges of their loads by placing pads over the sharp edges of the items that have been loaded.
5. Wear work gloves when handling rough, sharp-edged or abrasive chains, cables, ropes or slings.
6. Do not alter or remove the safety latch on hooks. Do not use a hook that does not have a safety latch, or if the safety latch is bent.
7. Do not place your hands between the sling and its load when the sling is being tightened around the load.
8. Lift the load from the center of hooks, not from the point.

Labor Personnel Safety

1. Do not start roof project work until barricades, or 6' perimeter tapes are in place
- 2.. Do not approach any heavy equipment until the operator has seen you and has signaled to you that it is safe to approach.
3. Walk around or step over holes, rocks, roots, materials or equipment in your pathway.
4. Do not work outdoors during lightning storms.
5. Drink plenty of clear liquids during your breaks.
- 6.. Take breaks in shaded areas.

Job-Specific Safety Precautions

Scaffold Safety

1. Follow the manufacturer's instructions when erecting the scaffold.
2. Do not work on scaffolds outside during stormy or windy weather.
3. Do not climb on scaffolds that wobble or lean to one side.
4. Initially inspect the scaffold prior to mounting it. Do not use a scaffold if any pulley, block, hook or fitting is visibly worn, cracked, rusted or otherwise damaged. Do not use a scaffold if any rope is frayed, torn or visibly damaged.
5. Do not use any scaffold tagged "Out of Service."
6. Do not use unstable objects such as barrels, boxes, loose brick or concrete blocks to support scaffolds or planks.
7. Do not work on platforms or scaffolds unless they are fully planked.
8. Do not use a scaffold unless guardrails and all flooring are in place.
9. Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches.
10. Do not walk or work beneath a scaffold unless a wire mesh has been installed between the midrail and the toeboard or planking.
11. Use your safety belts and lanyards when working on scaffolding at a height of 10 feet or more above ground level. Attach the lanyard to a secure member of the scaffold.
12. Do not climb the cross braces for access to the scaffold. Use the ladder.
13. Do not jump from, to, or between scaffolding.
14. Do not slide down cables, ropes or guys used for bracing.
15. Keep both feet on the decking. Do not sit or climb on the guardrails.
16. Do not lean out from the scaffold. Do not rock the scaffold.
17. Keep the scaffold free of scraps, loose tools, tangled lines and other obstructions.
18. Do not throw anything "overboard" unless a spotter is available. Use the debris chutes or lower things by hoist or by hand.
19. Do not move a mobile scaffold if anyone is on the scaffold.
20. Chock the wheels of the rolling scaffold, using the wheel blocks, and also lock the wheels by using your foot to depress the wheel-lock, before using the scaffold.

Electrical – VRCI is not a certified electrical contractor – we do no electrical work.

1. No ladder within 10 feet of live electrical lines
2. If electrical lead wire is in conduit in the area of roof worked our pre project checklist will identify this and have a rubber boot placed over receiver.
3. If you are working near roof equipment that has electrical wires outside of closed conduit notify your lead and do not work in area until corrected.

Job-Specific Safety Precautions

Hazardous Materials

1. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product you will be using in your workplace.
2. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears, or other visible signs of damage.
3. Each time you use your gloves, wash them, before removing the gloves, using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
4. Do not use chemicals from unlabeled containers or unmarked cylinders.
5. Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic."
6. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic."
7. Do not smoke while handling chemicals labeled "Flammable."

Machine Safety

1. Do not remove, alter or bypass any safety guards or devices when operating mechanical equipment such as mechanical power presses, press brakes, metal working lathes, radial arm saws, drills, horizontal mill, punch press, or when bending or forming materials.
2. Replace guards, before starting the machine, after adjusting or repairing the machine.
3. Do not try to stop a workpiece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam.
4. Do not wear loose clothing, jewelry or ties in the machine shop.
5. Read and obey safety warnings posted on or near any machinery.
6. Long hair must be contained under a hat or hair net, regardless of gender.

Power Saws

1. Wear the prescribed personal protective equipment such as goggles, gloves, dust masks and hearing protection when operating the power saw.
2. Turn the saw power switch "Off" before making measurements, adjustments or repairs.
3. Keep your hands away from the exposed blade.
4. Operate the saw at full cutting speed, with a sharp blade, to prevent kickbacks.
5. If the saw becomes jammed, turn the power switch of the saw to "Off" before pulling out the incomplete cut.
6. Do not alter the anti-kickback device or blade guard.

Abrasive Cut-Off Saws and Chop Saws

1. Do not use the saw if the lower portion of the blade hood is not adjusting itself to the thickness of the material being cut as the blade passes through the material.
2. Allow the saw to return to its stored position before removing the cut material from the table.
3. Lay the material squarely and solidly down before sawing it.
4. Use a clamp to secure cylindrical materials to the saw "table" before cutting.
5. Do not use the abrasive cut off saw for grinding or sharpening any tool or material.

Drill Press

1. Replace the belt and pulley guard before starting the press and after adjusting or repairs to the press.
2. Make sure the press table is locked into place and the depth adjustment is set before turning on the power.
3. Remove the chuck key before turning on the power.
4. Clamp small pieces of stock that are to be drilled in the drill vise or to the work bench.
5. Do not wear rings, wristwatches or gloves when working with the drill press.
6. Turn off the power and wait until the machine has come to a complete stop before reaching for the piece of stock.
7. Keep the drill press and the area around the drill press clear of metal cuttings and lubricants.
8. When adjusting the chuck size, do not turn on the power to the drill press while holding the chuck with your hand.

Job-Specific Safety Precautions

Grinders & Grinding Wheels

1. Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage by conducting a "ring test." Tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ring sound, do not use the wheel.
2. Do not use a grinding wheel that has chips, cracks or grooves.
3. Do not use the grinding wheel if it wobbles. Tag it "Out of Service."
4. Adjust the tongue guard so that it is no more than 1/4 inch from the grinding wheel.
5. Adjust the tool rest so that it is no more than 1/8 inch from the grinding wheel.
6. Do not use a bench grinder if it is not firmly anchored to the work bench or other secure platform.
7. Do not install a grinding wheel whose labeled RPM is lower than the rated speed of the grinder.
8. Stand on one side of the plane of a rotating grinding wheel during the first few seconds of operation.
9. Grind on the side of the wheel only when it is made for side grinding.
10. Turn the grinder "off" when you have finished working with it and remain at the machine until it has completely stopped turning.

Portable Grinders

1. Do not use a portable handheld grinder with a wheel diameter larger than 2" unless the grinder has a positive action switch to ensure the switch cannot be locked in the on position.
2. Do not use a portable grinder if the grinding wheel guard is missing.
3. Do not clamp a portable grinder in a vice to use it as a bench grinder.

Pneumatic & Hydraulic Tools

1. Do not point a charged compressed air hose at bystanders or use it to clean your clothing.
2. Lock and/or tag tools "Out of Service" to prevent usage of the defective or damaged tool.
3. Do not use tools that have handles with burrs or cracks.
4. Do not use compressors if their belt guards are missing. Replace the belt guards before using the compressor.
5. Turn the power switch of the tool to "Off" and let it come to a complete stop before leaving it unattended.
6. Disconnect the tool from the airline before making any adjustments or repairs to the tool.

Electrically Powered Tools

1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from the path of drills, saws, vacuum cleaners, floor polishers, mowers, knives, and grinders.
3. Do not use cords that have splices, exposed wires, or cracked or frayed ends.
4. Do not carry plugged in equipment or tools with your finger on the switch.
5. Do not carry equipment or tools by cord.
6. Disconnect the tool from the outlet by pulling on the plug, not the cord.
7. Turn the tool off before plugging or unplugging it.
8. Do not leave tools that are "On" unattended.
9. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
10. Do not operate spark inducing tools such as grinders near containers labeled "Flammable."
11. Turn off the electrical tool and unplug it from the outlet before attempting repairs or service work. Tag the tool "Out of Service."
12. Do not use extension cords or other three-pronged power cords that have a missing prong.
13. Do not use an adapter such as a cheater plug that eliminates the ground.
14. Do not run extension cords through doorways, through holes in ceilings, walls or floors.
15. Do not drive over, drag, step on or place objects on a cord.
16. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
17. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
18. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools with plastic hand grips or other nonconductive areas designed for gripping purposes.
19. GFI to be used on all roof-related power equipment.

Job-Specific Safety Precautions

Hand Tool Safety

1. Do not continue to work if your safety glasses become fogged. Stop working and clean the glasses until the lenses are clear and defogged.
2. Tag worn, damaged or defective tools "Out of Service" and do not use them.
3. Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
4. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
5. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
6. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels or files in your pocket unless the tool or your pocket is sheathed.
7. Do not perform "make-shift" repairs to tools.
8. Do not throw tools from one location to another or from one employee to another.
9. Transport hand tools only in toolboxes or tool belts. Do not carry tools in your hand or clothing when climbing.

Forklift Safety

1. Only employer authorized personnel may operate forklifts.
2. Do not exceed the forklift lift capacity (refer to the lift capacity plate on the forklift).
3. Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment to a forklift.
4. Lift the load an inch or two to test for stability: If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.
5. Do not raise or lower a load while you are on the route. Wait until you are in the loading area and have stopped before raising or lowering the load.
6. After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
7. Drive with the load at a ground clearance height of 4-6 inches at the tips and 2 inches at the heels in order to clear the most uneven surfaces and debris.
8. Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.
9. Do not drive over objects in your pathway.
11. Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.
12. Steer wide when making turns.
13. Do not drive up to anyone standing or working in front of a fixed object such as a wall.
14. Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.
15. Obey all traffic rules and signs.
16. Sound the horn when approaching blind corners, doorways or aisles to alert other operators and pedestrians.
17. Do not exceed a working speed of five miles per hour and slow down in congested areas.
18. Stay a minimum distance of three fork truck lengths from other operating mobile equipment.
19. Drive in reverse and use a signal person when your vision is blocked by the load.
20. Look in the direction that you are driving; proceed when you have a clear path.
21. Do not use bare forks as a man-lift platform.
22. Do not load pallets of wood that are not banded on to the forklift.
23. Do not drive the forklift while people are on an attached aerial lift platform.
24. Drive loaded forklifts forward up ramps and in reverse when driving down a ramp.
25. Drive unloaded forklifts in reverse when going up a ramp & forward when going down a ramp.
26. Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.
27. Do not attempt to turn around on a ramp.
28. Do not use "Reverse" to brake.
29. Lower the forks completely, turn off the engine and set the parking brake before leaving your forklift.

Job-Specific Safety Precautions

Heat-Related Illnesses

1. Wear loose, light colored clothing and a hat.
2. Adapt to working in hot conditions gradually, avoid over-exerting yourself during peak temperature periods.
3. Drink water frequently—at least eight ounces every 20 to 30 minutes. Stay away from liquids containing caffeine, as they tend to increase urination, which causes rapid depletion of body liquids.
4. Watch for the following signs and symptoms of heat-related illnesses:
 - a. Heat Cramps – severe muscle spasms in the back, stomach, arms, and legs, which are attributed to the loss of body salt and water during periods of heavy perspiration.
 - b. Heat Exhaustion – heavy sweating, cool or pale skin, nausea, headache, weakness, vomiting, and fast pulse.
 - c. Heat Stroke – high body temperature, minimal sweating, red and dry skin, rapid breathing and pulse, headache, nausea, vomiting, diarrhea, seizures, confusion or unconsciousness.
5. Treat heat illness as soon as possible by doing the following:
 - a. Heat Cramps – move to a cooler area and drink approximately six ounces of water every 15 minutes. Follow-up with a medical examination.
 - b. Heat Exhaustion – move to a cooler area and lie down with your legs slightly elevated. Cool your body by fanning and applying cool, wet towels and drink approximately six ounces of water every 15 minutes. Follow-up with a medical examination.
 - c. Heat Stroke – Call 9-1-1 immediately. Move to a cooler area, remove your outer clothing, immerse yourself in cool water or apply cool, wet towels or cloths to the body. Do NOT drink liquid, and wait for emergency personnel to arrive.

Cold Weather Illnesses

1. Exposed skin freezes within one minute at -20°F when the wind speed is five miles per hour (mph), and will freeze at 10°F if the wind speed is 20 mph. When skin or clothing are wet, injury or illness can occur in temperatures above 10° F, and even above freezing (32° F). When the body is unable to warm itself, hypothermia and frostbite can set in, resulting in permanent tissue damage and even death.
2. Watch for the following signs of cold-related illnesses:
 - a. Uncontrollable shivering
 - b. Slurred speech
 - c. Clumsy movements
 - d. Fatigue
 - e. Confused behavior
3. Layer clothing to keep warm enough to be safe, but cool enough to avoid perspiring excessively.
 - a. Inner layer – synthetic weave to keep perspiration away from the body.
 - b. Middle layer – wool or synthetic fabric to absorb sweat and retain body heat.
 - c. Outer layer – material designed to break the wind and allow for ventilation.
4. Wear a hat to avoid losing almost 40 percent of your body heat.
5. Place heat packets in gloves, vests, boots and hats to add heat to the body.
6. Watch out for the effects of cold temperatures on common body functions such as:
 - a. Reduced dexterity and hand usage
 - b. Cold tool handles reducing your grip force.
 - c. The skin's reduced ability to feel pain in cold temperatures.
 - d. Reduced muscle power and time to exhaustion



Specialized information

First Aid Kit

Please contact VRCI office for replenishment items

Foreman to ensure kit is properly supplied.

1. Emergency contact information card
2. 4 x 4 gauze pads
3. 8 x 10 gauze pads
4. Adhesive band aids
5. Roll of gauze
6. Triangular bandage
7. Alcohol wipes
8. Antiseptic Cream
9. Adhesive tape
10. Elastic wraps
11. Scissors
12. Foil blanket
13. Tweezers
14. Latex gloves
15. Resuscitation equipment
16. Finger splint.
17. Eye Wash

Notes





shutterstock.com • 1513599791

Environmental

How we make sure we protect our environment

- Proper disposal of roofing supplies and materials.
- What if there is an accidental spill
- Fuels and lubrication.
- Potential of asbestos exposure and our policy.

Employee safety and health will be achieved by following our safety-first approach to all activities performed during our work day. We also will make sure that our environment is protected, actions required to protect our environment are:

1. Making sure all waste from materials used is placed in the proper refuse containers.
 - a. No liquids are to be poured on the ground.
 - b. All materials placed in the truck are secured, in order to ensure no fly outs during transit.
 - c. Follow our hazardous materials practice of keeping all liquids in their original containers.
2. Materials that can be reused are sealed and delivered back to VRCI Storage inventory. *(Do not discard partial liquid containers)*
3. We purchase liquids in 5 gal or less containers in order to make sure accidental spills are manageable. Only one container of each liquid should be open.

What if you have a spill? From our SDS sheets we know some liquids used are flammable. We also know they can cause eye irritation.

1. Contain the spill and with soil from construction site make sure the ground does not absorb the spill. Once the soil used to contain the material absorbs the damage place it in an open container.
2. This is also practice for motor fuel spills or oil leaks.
3. The purpose of the open container is to make sure the flammable liquid does not self-ignite.
4. The corrected spill container can be brought back to VRCI storage for proper disposal.

If a large spill occurs at a project site while you are working, follow the direction of the General Contractor. Making sure you are vacated from the spill.

DO NOT return to your work area until the General Contractor gives you permission.

Fuels and lubricants (including hydraulic fluids) cannot be permitted to be absorbed into the ground.

1. If during the safety-first equipment check, you discover a leak of any of these fluids do not use the equipment until a repair is made.
2. Proper refueling of equipment ensures no spills.

ASBESTOS-

All new construction sites will be asbestos free. Village Roofing Co. Inc. is not a licensed Asbestos handler and does not handle asbestos materials.

The possibility of asbestos exposure is with older buildings primarily roofs with BUR materials. 30 plus years ago asbestos may have been used in flashing materials for BUR. When we are asked to consider a re-roof on these types of roofs we make sure an asbestos search has been conducted.

ENVIRONMENTAL FOOTNOTES:

1. All SDS sheets will have the hazards of the materials used. (Our safety procedures are designed to ensure personal safety as well as making sure the material does not get absorbed into the soil.)
2. If you are asked to work on an older roof make sure you have assurance from VRCI supervision that it is OK to perform repairs.

ENVIRONMENTAL TEST

1. It is ok to dump oil, fuel or liquid chemicals on the ground.
 - a. True
 - b. False
2. If there is a large spill on the project by others, you should vacate your work and consult the General Contractor for further instructions.
 - a. True
 - b. False
3. It is ok to pour chemicals from original containers into a smaller unmarked container.
 - a. True
 - b. False
4. Working with Asbestos
 - a. Make sure you wear gloves.
 - b. No big deal, it is just a little bit of asbestos.
 - c. VRCI does not handle Asbestos.

Trainer _____ Date: _____

Trainer Signature _____

Employee _____ Date _____

Employee Signature _____

INJURY REPORT POLICY

Tennessee law requires Village Roofing Co., Inc. to report every known or reported workplace injury to its insurer within twenty-hour hours of notice given by the injured worker. This report is written on Form C-20 (First Report of Work Injury). Because of the statutory requirement and insurance carrier requirements, Village Roofing Co., Inc. has implemented this new policy.

All employees must report any accident and injury to the team lead; or safety administrator; or Dan Garman. These are the only authorized individuals that can file a work-related injury report.

Upon notification by an employee reporting any injury and or illness to team lead, safety administrator or Dan Garman the employee will be advised what actions to be taken including traveling to the appointment.

The following is required for all employees reporting any accidents or injuries beginning on this date.

1. The employee will need to complete and sign an Employee Incident Report. With help of Team lead.
2. If the incident is not work-related, these forms have sections where the employee can document that information.
3. If the employee cannot or will not sign any of the forms, a written explanation must be attached.
4. Upon notification of Village Roofing Co., Inc. and seeking medical treatment for any work-related injury, all employees will be required to submit to a post accident drug and alcohol test. Failure to submit to this test can result in the loss of the employee's workers compensation benefits. This can also result in disciplinary action up to and including termination. Village Roofing Co., Inc. will report the injury to the insurer even if we are unsure whether worker's compensation applies.

Therefore, from this date forward, all employees must inform one of the above listed designates of any injury or potential injury immediately following the incident. Late reporting of an injury can result in disciplinary action due to not following this policy.

Safety Administrator Dan Garman will review the Employee Incident Report, Incident investigation form.

I do hereby certify that I have received and read Village Roofing Co., Inc. 's, Inc. policy regarding the reporting of any injury or illness, completing the required forms, and undergoing a mandatory post-injury drug and alcohol screen of injured employees.

Employee's Signature

Name of Employee (Printed)

Date

Supervisor

SERIOUS/FATAL ACCIDENT PROCEDURES

- A. Check conditions at the scene and secure the area. Could more injuries occur? Rope off area as soon as the ambulance leaves.
- B. If the police did not respond with an ambulance, call them. They will have to conduct a homicide investigation if a fatality has occurred.
- C. Contact the main office and tell them what happened. Refer all calls to them from that time forward.
- D. The Office will contact the Insurance Representative. They will conduct a formal accident investigation as soon as possible. They will also assist you in dealing with OSHA, the owner, labor unions, etc.
- E. Check with the police about notifying next of kin. They may do this for you. Check to see if the deceased has a relative or close friend on the job that might assist with the notification.
- F. If the jobsite is fenced, send someone to the gate to prevent media and other spectators from entering the jobsite. Give reporters the main office phone number and tell them to contact the main office for information. Be pleasant but firm!
- G. Get to the office and establish two files, one for your records and one for the OSHA inspector. The files should contain:
 - The victim's application for employment.
 - A copy of all safety meetings conducted on this jobsite.
 - A copy of the company safety program.
 - A copy of your OSHA 300 form.
 - Inspection/maintenance records of any equipment involved in the accident.
 - Photographs of the entire scene.
 - Handwritten statements from witnesses. (Do not put these in the OSHA file, the inspector will conduct his own interviews.)
- H. Notify OSHA or the State Occupational Safety and Health office. Document the call, noting the time and the name of the person that you spoke with. Remember that this must be done within 8 hours of the time of the accident. During normal working hours you can call TOSHA at 615-741-2793. Outside normal working hours you can call 1-800-321-OSHA.

Discipline Program

Village Roofing Co., Inc.'s disciplinary policy for minor behavior problems, (i.e., absenteeism, tardiness, safety violations) is as follows:

- 1) Verbal warning,
- 2) Written warning,
- 3) Termination

Disciplinary Action for Gross Misconduct will be terminated. All areas of gross misconduct cannot be listed in this policy, but some examples are as follows:

- 1) Theft
- 2) Violation of safety rules puts the employee or their co-workers in danger.
- 3) Deliberate damage to or misuse of property belonging to Village Roofing Co., Inc. and/or its parent.
- 4) Fraud, falsifying records
- 5) Working/driving under the influence of alcohol or illegal drugs, or legal drugs known to cause impairment.
- 6) Fighting or physical assault
- 7) Threatening behavior
- 8) Insubordination
- 9) Conduct endangering any person.
- 10) Gross negligence causing damage, loss or injury.
- 11) Breach of data protection, e.g., unauthorized access to computer or manual records
- 12) Harassment or bullying or any type.

Employee Acknowledgement Form

Village Roofing Co., Inc. is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees. We value you not only as an employee but also as a human being critical to the success of your family, the local community, and Village Roofing Co., Inc.. You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Village Roofing Co., Inc. policies and procedures. Failure to comply with these policies may result in disciplinary actions. Respecting this, Village Roofing Co., Inc. will make every reasonable effort to provide a safe and healthy workplace that is free from any recognized or known potential hazards. Additionally, Village Roofing Co., Inc. subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Village Roofing Co., Inc. in higher regard for customers and increases productivity. This is why Village Roofing Co., Inc. will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of Village Roofing Co., Inc. is committed to allocating and providing all the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices, company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety and health are concerned.
6. Management and supervisors of Village Roofing Co., Inc. will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment, and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and people affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Village Roofing Co., Inc. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.

By signing this document, I confirm the receipt of Village Roofing Co., Inc. 's employee safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.

Employee Signature

Date

**VILLAGE ROOFING CO., INC.
SUPERINTENDENT'S WRITTEN NOTICE TO CONTRACTOR OF
KNOWN SAFETY VIOLATIONS**

CONTRACTOR'S NAME: _____

DATE: _____

ADDRESS:

JOB NAME: _____

JOB #: _____

Village Roofing Co., Inc. expects all contractors/subcontractors to comply with O.S.H.A. safety regulations. This is your notice that our supervisor finds the following items to be unsafe and needing immediate attention:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

The above list is not necessarily complete, and you should make an immediate inspection for other items needing correction. It is your responsibility to comply with all federal, state, and local safety and health regulations applicable to this construction project. Our company disclaims any responsibility for said Contractor/Subcontractor.

Please help us make this a safe place to work.

Job Supervisor

INSTRUCTIONS: This form is to be filled out with the following disposition:

1. Original given to foreman or superintendent representing named contractor.
2. Mail one copy to the home office of the contractor.
3. File one copy at the jobsite in a properly identified file.

Employee Incident Report---

Employee Name: _____ Job Title: _____

Social Security Number: _____ Phone Number: _____

Home Address: _____

City, State, Zip: _____

Date of Birth: _____ Male Female Married Single

Date of Hire: _____ Shift _____ Wages: \$_____/hour, \$_____/day, \$_____/week

Date of Incident: _____ Time of Incident: _____ am pm

Location: _____

Describe the incident: (Specific actions of employees, equipment, etc.): _____

What contributed/caused the incident to occur? (Unsafe acts, unsafe conditions, equipment, mechanical/equipment failure, etc.): _____

Were you wearing the prescribed safety equipment when the incident occurred? Yes No If yes what equipment was worn? _____

If no, what equipment should have been worn? _____

Were you following the prescribed safety procedures when the incident occurred? Yes No If yes, what procedure was performed? _____

If no, what procedure should have been performed? _____

Did you receive safety training prior to starting work in the job you were doing when you were injured? Yes No , If no, why were you not properly trained? _____

Have you had a similar incident? Yes No If yes, describe: _____

Date of similar incident: _____

Name of witness (es) of incident: _____

Describe the injury, equipment or property damage (specific body part, location, type, make, model etc):

Was the incident preventable? Yes [] No [] If yes, how was it preventable?: _____

If no, what could be changed to prevent it from happening again? _____

What can we do together to prevent the same type of incident from happening again? _____

This incident was the result of an [] unsafe act, [] unsafe condition [] other: _____

Date reported to supervisor: _____

If date of reporting to supervisor is different than the date of the incident, explain: _____

Medical treatment required: [] None just reporting, [] first aid only, [] walk in clinic, [] emergency room, [] regular doctor's office, [] specialist, [] refused medical treatment at this time. [] other: _____

What medications (over the counter/prescription) have you taken in the past 24 hours? _____

Did you advise your supervisor of any possible side effects of these medications? [] Yes [] No

Did you take any substances to help keep you awake? [] Yes [] No, If yes, describe: _____

Are you currently working a second job? [] Yes [] No If yes, indicate other employer's name, address, telephone number: _____

This incident is [] an aggravation of an old injury, [] related to a medical condition, [] new injury, [] vehicle accident, [] equipment damage, [] other" _____

Other information relative to this incident: _____

Attach a picture or drawing of the incident on a separate page:

Employee Acknowledgement Following a Work-Related Injury or Illness

1. I understand that no medical care or services for the treatment of a work-related injury or illness as allowed except for the authorized medical providers listed on the State of Tennessee C-42 Form by my employer, or insurance carrier. All hospitalization requires pre-authorization by the employer or insurance carrier except in the case of emergencies. Should an emergency occur, I or a family member must notify my employer within 24 hours or the next day.
2. I understand that failure to abide by my employer's work and safety policies and the State of Tennessee Workers' Compensation Law can result in the loss of medical and indemnity workers' compensation benefits.
3. I understand that I am to maintain regular communication with my employer and to keep my supervisor informed of my work status and keep them advised of any problems.
4. I attest that the information I have provided accurately states the incident that occurred, and the information is accurate to the best of my knowledge.
5. I understand that I have a responsibility to always work safely. I will abide by all safety rules and procedures. It is my responsibility to report all known hazards or potential safety hazards to my supervisor immediately.
6. I understand that providing false or fraudulent statements and representations in order to receive workers' compensation benefits will result in the loss of those benefits and possible criminal prosecution.
7. I attest that this incident happened on the premises of my employer or while operating my employer's vehicle, or while performing official business for my employer.
8. I understand that no Hospital Emergency Room can refer or authorize treatment for a work-related injury or illness with other medical providers without the approval of my employer and insurance carrier.
9. I understand that I will be provided with a panel of specialists in each field that I must choose from if the initial medical provider deems such treatment necessary.
10. I understand that my employer requires a drug and alcohol screen during my initial medical treatment as in accordance with The Tennessee Drug Free Workplace and Workers' Compensation Law. I understand that if I do not submit to a drug and alcohol screen, I can receive disciplinary action for failure to abide by my employer's policy.
11. Before returning to work, I may be required to be examined by my employer's medical doctor.

Employee Signature: _____ Date: _____
Witness: _____ Date: _____

VRCI Incident Investigation

Employee Name: _____ Position: _____

Date Incident Occurred: _____ Time: _____ am [] pm []
What was the employee doing at the time of the incident? (Specify job task, activity and body movement, i.e., kneeling, twisting, lifting, reaching, etc.) _____

Was the activity part of the employee's job task? [] Yes [] No
Identify any equipment or materials involved: _____

Was the equipment used safely/properly? [] Yes [] No If no, why? _____

Did the employee receive proper safety training prior to beginning their job assignment? [] Yes [] No, If no, why? _____

Did the employee perform the proper safety procedures for this job? [] yes [] No If no, why? _____

Were the safety procedures reviewed with the employee prior to the incident? [] Yes [] no If no, why not? _____

Was the equipment, tools, machinery, vehicle, etc, in safe/proper working condition? [] Yes [] No If not, has the equipment etc been repair? [] Yes [] No If no, why not? _____

Describe the incident (be specific and state what occurred) : _____

What contributed/caused the incident? (Check all that apply) [] Unsafe act, [] unsafe conditions, [] unsafe equipment, tools, vehicle etc. [] improper equipment, [] failure to use safety equipment, [] failure to perform a safe work procedure, [] unsafe act of a non-employee, [] unsafe act of another employee. [] other: _____

Explain all which were checked: _____

Do you agree with the employee's account of the incident" [] yes [] No, If no, why? _____

Did the employee exhibit any signs of physical or mental impairment before the incident occurred (not acting normally) [] Yes [] no, If yes, explain: _____

Did the employee inform you of any medications they had taken before or after the incident occurred? Yes No If yes, what were the medications? _____

Was the employee trained in the use of the equipment? yes No If no, why not? _____

What type of safety training or retraining should the employee have been provided? _____

What or who was responsible for the incident occurring? (check all that apply) Employee Other employee, Employee and Other employee(s), Supervisor, Equipment, Facility, Non-employee, Other: _____

Employee returned to work: Same Day , Date Expected to Return : _____

Regular duty, Restricted Duty: Restrictions: _____

Medical Care: None, just reporting, First Aid Only, Emergency Room _____

Hospitalized: _____, Refused Treatment
What can be done to prevent this type of incident from reoccurring? _____

Is disciplinary action anticipated? yes No If yes, describe: _____

Immediate Action Taken: (check all that apply) Work procedure/review change, Equipment repair/change, Hazard already eliminated, Employee training needed, Safety equipment needed, Other: _____

All checked responses must be explained: _____

Other information relevant to this incident: _____

Was the incident reviewed with the employee? yes, No, If no, why not? _____

Was this incident preventable? yes No if yes, how can it be prevented? _____

Supervisors Signature: _____ Date: _____

Department: _____

Attach a picture or drawing of the incident on a separate page.
Attach a witness statement, name, date and witness signature on a separate page.

Below is to be completed by the Safety Manager or member of Upper Management.
Report accepted by the safety manager: Yes No If no, why not? _____

Date Supervisors Report Received: _____

Date Employee started losing time from work: _____

This incident is being recorded as matter of Record only (near miss), First Aid Only,
Medical Only off site medical treatment) Lost Time, OSHA Recordable, Vehicle Incident,
 Equipment Incident, Property Loss, Incident involving the public, Other: _____

Notes: _____

Safety Manager's Signature: _____ Date: _____

Vehicle Accident Report

Claim Number _____ Vehicle Number _____
 Date of Accident _____ Location _____

If you're in an accident . . .

1. Call Police if:
 - A person is injured.
 - There is damage to the vehicle(s).
 - Your vehicle has been vandalized or subject to a hit and run or theft.
 - The other driver is uninsured or driving with a suspended license.
 - The other driver is impaired.

2. Call to report your accident **Nicie Bailey 615-986-6117**
3. Send a copy of this form to
4. **Nicie Bailey**
 Claims Manager
 The Crichton Group
 phone -615-986-6117 fax 615-687-2804
 nbailey@cbjw.net

A. Organization

Organization/Branch		Customer Number	
Address			
Phone	Fax	E-mail	

B. Vehicle

Unit Number	License Plate Number	Make/Model
-------------	----------------------	------------

C. Driver

Name		Driver's License Number	Driver's License Expiry Date
Day Phone	Evening Phone	Fax	E-mail

D. Occupants – Total Number of Occupants: ____ (not including driver)
(Please attach a separate sheet if more than one occupant was involved)

Name		Address	
Day Phone	Evening Phone	Fax	E-mail

E. Other Vehicles and Drivers – Total Number of Vehicles Involved: ____ (including your vehicle)
(Please attach a separate sheet if more than two vehicles were involved)

License Plate Number	State of Plate	License Expiry Date
Name of Insurance Company	Policy Number	Name of Agent and Address
Year and Make		Model (Body Type: Sedan, Mini Van, etc.)
Driver's Name		Driver's License Number
		Driver's License Expiry Date
Address		
Day Phone	Evening Phone	Fax
		E-mail
Vehicle Owner's Name (if not Driver)		Address
Day Phone	Evening Phone	Fax
		E-mail

F. The Accident

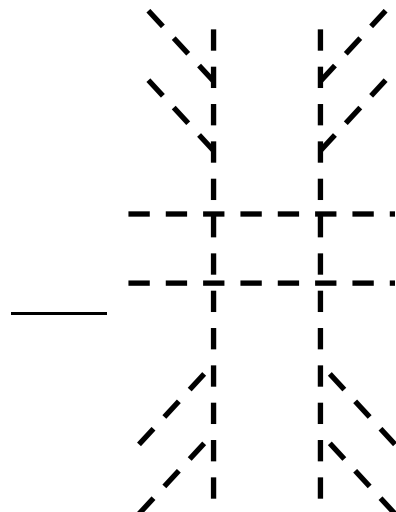
Date	Time (AM/PM)	Location	At the time of the accident was the vehicle being used for: <input type="checkbox"/> Business use <input type="checkbox"/> Personal use
Light Conditions (Dawn, Day, Dusk, Dark)	Weather at Time of Accident	Type of Road Surface	Road Condition
Name of Witnesses (other than occupants)	Witness Phone	Witness Address	
Had You Consumed any Alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, How Much	When	
Did the Other Driver Appear to Have Been Drinking? <input type="checkbox"/> Yes <input type="checkbox"/> No	Give any Details		
Direction of Vehicle	On What Road?	What Side of Road?	Speed
Direction of Other Vehicle	On What Road?	What Side of Road?	Speed
What Traffic Signals Were Present?			
Did you Give A Warning Signal? <input type="checkbox"/> Yes <input type="checkbox"/> No	What Kind?	Which Lights Did You Have On (if any)?	
Did the Other Driver Give A Warning Signal? <input type="checkbox"/> Yes <input type="checkbox"/> No	What Kind?	Did the Other Driver Have their Headlights On? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has the Accident been Reported to Police? <input type="checkbox"/> Yes <input type="checkbox"/> No	Did Police Attend the Scene of the Accident? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Police Force	
Police Officer's Name	Police Phone	Police File Number	
Have the Police Charged Anyone? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Person Charged	Nature of Charge	

G. Injuries and Damage (please attach a separate sheet if you require more room.)

Nature of Damage to other Vehicles
Nature of Injuries to Drivers or Occupants
Nature of Damage to Unit

Diagram of the Accident Scene

Show the position of all vehicles, pedestrians, etc. using the symbols below.



	Your		Other vehicles, numbered
	Pedestrian		Traffic

Other Information: _____

H. Driver's Detailed Description of How Accident, Loss or Mechanical Damage Occurred _____

Driver Signature _____ Date _____

**VILLAGE ROOFING CO., INC.
JOBSITE SAFETY CHECKLIST**

Project name: _____

Superintendent _____ Date _____

Each line item has space for comments; if more space is needed, please use the bottom conditions noted.

1. Worksite conditions:

- a. Walkways _____
- b. Ladder access _____
- c. Trash removal _____
- d. Warning Lines in place _____
- e. Barricades _____

2. Worksite Ladders and fall Protection.

- a. Condition of ladders in use _____
- b. Securement of ladders in use _____
- c. Ladder use compliance 1:4; roof edge 3 rungs over; step ladder. _____

3. Worksite Vehicle Equipment:

- a. Forklift: _____
- b. Manlift: _____
- c. Other: _____

4. Worksite PPE

- a. Harness and lanyard: _____
- b. Raptor _____
- c. Hard hat; safety glasses _____
- d. Gloves; knee pads _____

5. Worksite tools

- a. Cord condition _____
- b. GCFI _____
- c. Guards in place for power hand tools _____
- d. Gas cans _____
- e. Fire extinguishers _____
- f. First Aid Kit _____
- g. MSDS information _____
- h. Other _____

CONDITIONS NOTED? _____

SUPERINTENDENT/SUPERVISOR _____ Date: _____

Copy to office safety file.

Item

Completed

1. Employee received Company Safety Program

2. Review:

· Safety and Health Policy

· Employee General Safety and Health Rules

· Disciplinary Policy and Procedures

3. Instruct:

- How to report unsafe conditions _____
- What to do in the event of an injury on the job _____
- State when and where safety toolbox meetings are _____
- Hardhats, work boots, safety glasses/goggles mandatory _____

(Personal protective equipment is not negotiable

- Explain Fire Evacuation/Emergency Plan _____
- Proper lifting techniques and importance of back fitness _____
- Review OSHA Hazard Communication Policy and provide training _____
- Review mandatory fall protection devices and Procedures are not negotiable. _____

4. Other (Please List)

I acknowledge that information on the above subjects was furnished to me during my orientation and that I understand this information.

Employee Signature

Date _____

Management Signature

Date _____

Safety Orientation
Introduction to Safety
Safety review exam

Name: _____ Date: _____

1. What does PPE stand for?
 - a. personal protection and education
 - b. potentially possible emergencies
 - c. personal protective education
 - d. personal protective equipment

2. Which part of your body is PPE designed to protect?
 - a. head
 - b. torso
 - c. hands and feet
 - d. all of the above

3. A stamp from what organization must be in hard hats and on goggles and other safety equipment?
 - a. UL
 - b. ANSI
 - c. NRCA
 - d. OSHA

4. How high must the roof you're working on be if you are required to use fall protection?
 - a. at least 24 feet
 - b. at least 12 feet
 - c. at least 6 feet
 - d. at least 4 feet

5. What are the parts of the personal fall-arrest system?
 - a. a body harness, lanyard and anchor
 - b. a body harness and lanyard
 - c. a body belt, anchor and lanyard
 - d. a grabline

6. How far from the edge of a roof do you have to set warning lines if no mechanical equipment is being used?
 - a. 2 feet
 - b. 4 feet
 - c. 6 feet
 - d. 8 feet

7. A safety monitor must be able to:
 - a. see you
 - b. hear you
 - c. talk to you
 - d. all of the above

8. How many feet away from a building does a ladder have to be for every 4 feet in height?
 - a. 1 foot
 - b. 2 feet
 - c. 3 feet
 - d. 4 feet

9. Cross bracing on a scaffold should never be:
 - a. used as a midrail
 - b. used as a toprail
 - c. climbed
 - d. none of the above

10. When should you ask for help to lift and move something?
 - a. when it is an awkward load
 - b. when it weighs 30 pounds
 - c. when it feels a little too heavy
 - d. both a and c

11. When you use a hoist, you must:
 - a. be trained
 - b. be familiar with the manufacturer's instructions
 - c. both a and b
 - d. make sure your foreman is within 10 feet

12. You must not use a ladder that:
 - a. has a broken rung
 - b. has an oily or slippery substance on it
 - c. has a split side rail
 - d. any or all of the above

13. If you are using a fall protection system (mechanical equipment), how far must the warning line behind you be from the edge of a roof?
 - a. 6 feet
 - b. 10 feet
 - c. 12 feet
 - d. 19 feet

14. How many beers are you permitted to drink on your lunch break?
- none
 - 1
 - 2
 - as many as you can handle without feeling buzzed
15. What will happen if you test positive for drugs in a drug test?
- nothing
 - you will get fired
 - you will be sent home
 - it depends on your company policy
16. What should you do if you are burned?
- use cold water to help the bitumen cool and wait for emergency room doctors to take it off
 - scrape it off yourself
 - rub salve on it
 - ask other workers to take it off
17. What if you need to set up a ladder near a power line and the power line is closer than 10 feet?
- be very careful
 - ask your foreman what to do
 - quit your job
 - none of the above
18. You can only use safety belts-
- 10 feet high
 - 12 feet high
 - 16 feet high
 - 25 feet high
 - Never
19. What are the two kinds of hearing protection?
- headbands and ear plugs
 - ear plugs and headphones
 - headphones and ear muffs
 - ear muffs and ear plug
20. When are you allowed to carry something up a ladder?
- never
 - when it is less than 5 pounds
 - when it is not awkward enough to cause you to lose your balance
 - when there is no crane or hoist
21. What is the correct way to use a fire extinguisher?
- pull the pin, squeeze the handle, aim, sweep across the fire

- b. aim, squeeze the handle, pull the pin, sweep across the fire
 - c. aim, sweep across the fire, pull the pin, squeeze the handle
 - d. pull the pin, aim, squeeze the handle, sweep across the fire
22. What should you do if you put a flammable or combustible liquid into a temporary container?
- a. sign a form
 - b. label the container
 - c. tell everyone about it
 - d. none of the above
23. What should you do if there are skylights on a roof where you are working?
- a. make covers
 - b. use them as work platforms
 - c. put up guardrails around them or block off the area with warning lines
 - d. either a or c

Employee Disciplinary Action Form

REPRIMAND

Employee Name:

Position: _____

Date of Violation: _____

Basis of Reprimand:

Operations Manager

Foreman

Safety Administrator

Employee



Village Roofing Co., Inc. SUBSTANCE ABUSE POLICY/PROGRAM

I. Policy Statement

Village Roofing Co., Inc. is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any Village Roofing Co., Inc. Roofing & Sheet Metal employee illegally uses drugs on or off the job, comes to work under their influence, possesses, distributes or sells drugs in the workplace, or abuses alcohol on the job. Therefore, Village Roofing Co., Inc. has established the following policy, pursuant to T.C.A. Section 50-9-100 et. Seq.:

- A. It is a violation of company policy for any employee to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job.
- B. It is a violation of company policy for any employee to report to work under the influence of or while possessing in his or her body, blood or urine, illegal drugs in any detectable amount.
- C. It is a violation of company policy for any employee to report to work under the influence of or impaired by alcohol.
- D. It is a violation of company policy for any employee to use prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner or for a purpose other than as prescribed. However, nothing in this policy precludes the appropriate use of legally prescribed medications.
- E. Violations of this policy are subject to disciplinary action up to and including termination.

It is the responsibility of the company's supervisors to counsel employees whenever they see changes in performance or behavior that suggest an employee has a drug problem. Although it is not the supervisor's job to diagnose personal problems, the supervisor should encourage such employees to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe work environment, and co-workers should encourage anyone who has a drug problem to seek help.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs and the abuse of alcohol are incompatible with employment at Village Roofing Co., Inc.

II. General Procedures

Any employee reporting to work visibly impaired will be deemed unable to perform required duties and will not be allowed to work. If possible, the employee's supervisor will first seek another supervisor's opinion to confirm the employee's status. Next, the supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the supervisor, the employee is considered impaired, the employee will be sent home or to a medical facility by taxi or other safe transportation alternative – depending on the determination of the observed impairment – and accompanied by the supervisor or another employee if necessary. A drug or alcohol test may be in order. An impaired employee will not be allowed to drive.

III. Opportunity to Contest or Explain Test Results

Employees and job applicants who have a positive confirmed drug or alcohol test result may explain or contest the result to the medical review officer within five (5) working days after receiving written notification of the test result from the medical review officer; if an employee's or job applicant's explanation or challenge is unsatisfactory to the medical review officer, the medical review officer shall report a positive test result back to the company; a person may contest the drug test result pursuant to rules adopted by the Tennessee Department of Labor.

IV. Confidentiality

Confidential information received by the employer through a substance abuse testing program shall be maintained, except as otherwise provided by law.

V. Job Applicant Drug Testing

All job applicants at this Company will undergo testing for substance abuse as a condition of employment. Any applicant with a confirmed positive test result will be denied employment.

Applicants will be required to submit voluntarily to a urinalysis test at a laboratory chosen by this Company, and by signing a consent agreement will release this Company from liability.

If the physician, official or lab personnel has reasonable suspicion to believe that the job-applicant has tampered with the specimen, the applicant will not be considered for employment.

This Company will not discriminate against applicants for employment because of a past history of drug or alcohol abuse. It is the current illegal use of drugs and/or abuse of alcohol, preventing employees from performing their jobs properly, that this Company will not tolerate.

VI. Employee Drug Testing

This Company has adopted testing practices to identify employees who illegally use drugs on or off the job or who abuse alcohol on the job. It shall be a condition of employment for all employees to submit to substance abuse testing under the following circumstances:

- A. When there is reasonable suspicion to believe that an employee is illegally using drugs or abusing alcohol. `Reasonable suspicion' is based on a belief that an employee is using or has used drugs or alcohol in violation of the employer's policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon, but not limited to, the following:
 - 1. Observable phenomena while at work such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse.
 - 2. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
 - 3. A report of substance abuse provided by a reliable and credible source.
 - 4. Evidence that an individual has tampered with any substance abuse test during his or her employment with the current employer.
 - 5. Information that an employee has caused or contributed to an accident while at work; or
 - 6. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.
- B. When employees have caused or contributed to an on-the-job injury that resulted in a loss of worktime, which means any period during which an employee stops performing the normal duties of employment and leaves the place of employment to seek care from a licensed medical provider. An employer may send employees for substance abuse test if they are involved in on-the-job accidents where personal injury or damage to company property occurs.
- C. As part of a follow-up program to treatment for drug abuse.
- D. Routine fitness-for-duty drug or alcohol testing. A covered employer must require an employee to submit to a drug or alcohol test if the test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination where the examinations are required by; law, regulation, are part of the covered employer's established policy, or one that is scheduled routinely for all members of an employment classification group.

VII. Alcohol Testing

The consumption or possession of alcoholic beverages on this Company's premises is prohibited. (Company sponsored activities which may include the serving of alcoholic beverages are not included in this provision.) An employee whose normal faculties are impaired due to alcoholic beverages, or whose blood alcohol level tests .10% by weight for non-safety sensitive positions, or .04% for safety sensitive positions, while on duty/company business shall be guilty of misconduct and shall be subject to discipline up to and including termination.

VII. Refusal to Submit

Failure to submit to a required substance abuse test also is misconduct and shall be subject to discipline up to and including termination.

VIII. Important Information of Job Applicants and Employees

When an employee or job applicant submits to a drug and/or alcohol test, they will be given a form by the specimen collector that contains a list of common medications and substances which may alter or affect the outcome of a drug or alcohol test. This form will also have a space for the donor to provide any information that he/she considers relevant to the test, including the identification of currently or recently used prescription or non-prescription medication or other relevant information. The information form should be kept by the job applicant or employee for their personal use. If the job applicant or employee has a positive confirmed test result a medical review officer will attempt to contact the individual in order to privately discuss the findings with that person. The job applicant or employee should keep the form as a "reminder" to discuss this information at that time. The medical review officer will take this information into account when interpreting any positive confirmed test results. The information provided shall be treated as confidential and will not be given to the employer. Employees and job applicants have the right to consult with a medical review officer for technical information regarding prescription and non-prescription medicine.

It is the responsibility of every employee or job applicant to notify the testing laboratory of any administrative or civil action brought pursuant to TCA Section 50-9-100 et. Seq., Drug-Free Workplace Programs.

The provisions of this policy are subject to any applicable collective bargaining agreement or contract and include the right of appeal to the applicable court.

Substance abuse testing for job applicants and employees will include a urinalysis screen for the following drugs:

Alcohol: (not required for job applicant testing) - Any "Alcoholic Beverage", all liquid medications containing ethyl alcohol (ethanol). Please read the label for content. For example, Vicks Nyquil TM is 25% (50 proof) ethyl alcohol, Comtrex

TM is 20% (40 proof), Contac Severe Cold Formula Night Strength TM is 25% (50 proof) and Listerine TM is 26.9% (54 proof).

Amphetamines: “speed,” “upper,” etc.

Cannabinoids: THC, marijuana, hashish, “pot,” “grass,” “hash,” etc.

Cocaine: “coke,” crack,” etc.

Phencyclidine: PCP, “angle dust.”

Opiates: Narcotics, Heroin, Codeine, Morphine, “smack, dope, etc....”.

I hereby consent to submit to urinalysis and/or other tests as shall be determined by **(your company name)** in the selection process of applicants for employment, for the purpose of determining the drug content thereof.

I agree that.

(NAME OF PHYSICIAN OR CLINIC)

may collect these specimens for these tests and may forward them to a testing laboratory designated by the company for analysis.

I further agree to and hereby authorize the release of the results of said test to the Company.

I understand that it is the current illegal use of drugs and/or alcohol abuse that prohibits me from being employed at this Company.

I further agree to hold harmless **(your company name)** and its agents (including the above-named physician or clinic) from any liability arising, in whole or in part, out of the collection of specimens, testing, and use of the information from said testing in connection with **(your company name)**'s consideration of my employment application.

I further agree that a reproduced copy of this pre-employment consent and release form shall have the same force and effect as the original.

I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this consent and release is a voluntary act on my part and that I have not been coerced into signing this document by any person or entity.

Applicant:
Print name: _____ S.S. #: _____ - _____ - _____

Applicant
Signature: _____ Date: _____ / _____ / _____

Witness print Name _____
Signature _____



I do hereby certify that I have received and read Village Roofing Co Inc. Substance Abuse and Testing Policy and have had the Drug-Free Workplace program explained to me. I understand that should my performance indicate that it is necessary, I will submit to a drug and/or alcohol test. I also understand that failure to comply with a drug and/or alcohol testing request or a having a confirmed positive result for the illegal use of drugs and/or alcohol may lead to discipline up to and including termination of employment and/or loss of workers' compensation benefits (pursuant to T.C.A. Section 50-9-100. et.seq.).

Name of Employee (please print)

Employee's Signature

Date:

Letter To All Employees

February 3, 2023, updated

The illegal use of drugs and the abuse of alcohol are problems that invade the workplace, endangering the health and safety of the abusers and those who work around them. Village Roofing Co Inc. is committed to creating and maintaining a workplace free of substance abuse without jeopardizing valued employees' job security.

To address this problem, Village Roofing Co Inc. has developed a policy regarding the illegal use of drugs and the abuse of alcohol that we believe best serve the interests of all employees. Our policy formally and clearly states that the illegal use of drugs or the abuse of alcohol or prescription drugs will not be tolerated. As a means of maintaining our policy, we have implemented pre-employment and active employee substance abuse testing. This policy was designed with two basic objectives in mind: (1) employees deserve a work environment that is free from the negative effects of drugs and alcohol and the problems associated with the abuse of these substances, and (2) Village Roofing Co Inc. has a responsibility to maintain a healthy and safe workplace.

To assist us in providing a safe and healthy workplace, we maintain a resource file of information on various means of employee assistance in our community, including but not limited to drug and alcohol abuse programs. Employees are encouraged to use this resources file, which is located Village Roofing Co Inc. In addition, we will distribute this information to employees for their confidential use.

An employee whose conduct violates Village Roofing Co Inc.'s Substance Abuse Policy (and who does not accept the help we offer under the EAP) will be disciplined up to and including termination.

I believe it is important that we all work together to make this Company a drug-free workplace as part of our continual efforts to provide a safer and more rewarding place to work.

Sincerely,

Dan Garman
President of Company

Village Roofing Co., Inc. Fall Protection Program Scope and Application

The purpose of this procedure is to provide criteria for the recognition and control of fall hazards. This procedure applies to all facilities and field operations where personnel could be exposed to fall hazards of 4 feet or greater.

Implementation

Implementation of this procedure is the responsibility of each job site Manager/Forman.

Procedure

1.0 Training

- A. Training will be provided in fall hazard recognition to each employee and their supervisor who may be exposed to falls.
 - 1. The competent person must be qualified in the following areas:
 - a) The nature of fall hazards in the work area
 - b) The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used
 - c) The use and operation of guardrail, personal fall arrest, safety net, warning line, and safety monitoring systems, controlled access zones, and other protection systems to be used
 - d) The role of each employee in the safety monitoring system, when used
 - e) The limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs or falls from heights less than 10 feet
 - f) The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection
 - g) The role of employees in fall protection plans
 - h) Use of fall protection equipment, manufacturer limitations, and fall protection standards
- B. A written certification record which includes the name of the employees trained, the date(s) of training, and the signature of the person who conducted the training will be properly documented.
- C. Retraining will be provided when one of the following situations occur:
 - 1. Changes in the workplace render previous training obsolete.
 - 2. Changes in the types of fall protection systems or equipment to be used render previous training obsolete.
 - 3. Inadequacies in affected employee's knowledge or use of fall protection systems or equipment indicate that the employee has not retained the requisite understanding or skill.

2.0 Fall Protection – General

- A. We require that one or more of the fall protection/prevention systems outlined in this procedure is provided at **all** locations where fall hazards of 4 feet or greater exist.
 - 1. These locations include, but are not limited to:
 - a) Excavations
 - b) Unprotected elevation
 - c) Ladders
 - d) Scaffolds
 - e) Floor holes
 - f) Wall openings
 - g) Formwork
 - h) Rebar tying
 - i) All other locations and operations where potential fall hazards exist

3.0 Guardrail Systems

- A. Guardrail systems will be provided, when feasible, at all locations where a fall hazard of 4 feet or greater exists.
 - 1. Where guardrail systems are impractical, an alternative form of fall protection as outlined elsewhere in this procedure must be provided.
 - 2. Guardrail systems must meet the following criteria:
 - a) Top rails must be installed 42 inches above the walking/working surface and be capable of withstanding, without failure, a minimum force of 200 pounds in any outward or downward direction with no more than 3 inches of deflection.
 - b) Mid rails must be installed 21 inches above the walking/working surface and be capable of withstanding, without failure, a minimum force of 150 pounds in any outward or downward direction.
 - c) Posts must be spaced not more than 8 feet apart on centers.
 - d) There are no openings more than 19 inches wide in any guardrail system.
 - e) Do not use plastic or steel banding as top rail or.
 - f) Provide top rails and mid rails of at least one-quarter inch nominal thickness or diameter, and smoothly surfaced to prevent cuts and punctures.
 - g) Flag the top rail with high-visibility material when using wire rope for top rails.
 - i) Erect guardrails on all sides when using guardrail systems around holes.
 - j) When guardrails are used around holes that are used for access, such as ladder ways, provide a gate or offset the guardrail so that a person cannot walk directly into the hole.

- k) When guardrails are used at hoisting areas, place a chain, gate, or removable guardrail section across the access point when hoisting operations are not taking place.
- l) Provide guardrail systems at **all** locations above dangerous equipment, whether 4 feet or not.
- m) Provide guardrails at all wall openings where the outside bottom edge of the opening is 4 feet or more above lower levels, and the inside bottom edge of the wall opening is less than 39 inches above the walking/working surface.
- n) Erect guardrail systems on all unprotected sides or edges of ramps and runways when such systems are used.

4.0 Personal Fall Arrest Systems

- A. Personal fall arrest systems will be provided and properly used on all unprotected elevations 4 feet or more above a lower level.
 - 1. Where these systems are impractical, an alternative form of fall protection as outlined elsewhere in this procedure must be provided.
 - 2. All aspects of personal fall protections systems must be designed, installed, and used under the supervision of a qualified person.
 - 3. Maintain a safety factor of at least 2 in all components of a personal fall protection system.
- B. Safety belts (body belts) are prohibited.
 - 1. Use only full body harnesses, shock-absorbing lanyards, horizontal lifelines, self-retracting lifelines and anchorage points which meet the following criteria:
 - a) Body harness design and construction must meet the specifications set forth in current ANSI Standards.
 - b) All snaphooks must be of the double locking type.
 - c) Ropes and webbing used in lanyards and body harnesses must be made of synthetic fibers.
 - d) The attachment point (dee-ring) of a body harness must be located in the center of the wearer's back near shoulder level.
 - e) Horizontal lifelines must be designed, installed, and used under the supervision of a qualified person; be capable of supporting at least 5,000 pounds per employee attached; and maintain a safety factor of at least 2.
 - f) Lanyards and vertical lifelines must have a minimum breaking strength of 5,000 pounds.
 - g) Self-retracting lifelines and lanyards which limit free fall to 2 feet or less must be capable of sustaining a minimum tensile load of 3000 pounds in the fully extended position.
 - h) Self-retracting lifelines and lanyards which do not limit free fall to 2 feet or less, ripstitch, and other shock-absorbing lanyards must be capable

of sustaining a minimum tensile load of 5,000 pounds in the fully extended position.

- C. Anchorage points for personal fall protection systems must be independent of any anchorage point being used to support or suspend platforms and must be capable of supporting at least 5,000 pounds per employee attached.
- D. Inspect all fall protection components for wear, damage, and deterioration prior to each use.
- E. Require employees to be familiar with the fitting and donning of body harnesses; proper tie-off techniques, and suitable anchorage points.
 - 1. Instruct employees to rig fall protection such that they can neither free fall more than 4 feet, nor contact any lower level.
 - 2. Never tie off guardrail systems or hoists.
 - 3. Require employees to remain tied off 100% of the time when at or above 4 feet by means of horizontal lifelines, vertical lifelines, a double lanyard system, or other suitable means.
- F. Remove from service any component of a personal fall protection system that has been subjected to impact loading and do not use again until inspected by a competent person and determined to be undamaged and suitable for reuse.
 - 1. Most modern equipment is not intended for reuse following a fall and should be replaced every 5 years after first use.
- G. Make provisions for the prompt rescue of personnel in the event of a fall, or require that employees are capable of self-rescue.
- H. Provide separate vertical lifelines for each employee using a vertical lifeline. 5/8-inch nylon rope is recommended for lifeline use.
- I. Protect lifelines against cuts and abrasions.
 - 1. Use rope grabs to attach to vertical lifelines
 - a) Never use knots.
 - 2. Ensure that the rope grab is compatible with the vertical lifeline being used.

5.0 Protection from Falling Objects

- A. Install toe boards along the edge of the overhead walking/working surface.
 - 1. Require that toe boards:
 - a) Are a minimum of nominal height of 3 1/2 inches in height
 - b) Are capable of withstanding at least 50 pounds of force applied in any downward or outward direction
 - c) That there is no more than 1/4 inch clearance between the toe board and the walking/working surface.
- B. Install paneling or screening from the top of the toe board to the top rail or mid rail when tools, equipment, or materials are piled higher than the top of the toe board.

6.0 Documentation Summary

- A. Place in the Project Safety Files:
 - 1. Competent Person Qualifications
 - 2. Employee Training Documents

Hazard Communication and GHS

Scope and Application

This document serves as the written Hazard Communication Plan for Village Roofing Co., Inc.

This policy fulfills the requirement of a written hazard communication plan under OSHA 1910.1200.

Hazard communication (sometimes known as HAZCOM) informs employees of hazardous materials in the workplace. The hazardous properties of the chemicals are communicated with container labels, Safety Data Sheets and employee training. The Hazard Communication Plan provides detailed safety guidelines and instructions for the receipt, use and storage of chemicals at our facilities by employees and contractors.

The Hazard Communication Written Plan outlines:

- Responsible individuals
- Location
- Training requirements
- Contractor requirements
- Non-routine tasks
- Chemical inventories
- Container labeling
- Safety Data Sheets (SDSs)

This policy applies to all locations or projects where chemicals are used.

Location	Address

The following job titles will be included in the Hazard Communication Program and must follow the Hazard Communication Plan:

[Enter job titles included in the Hazard Communication Program]

Implementation

It is the responsibility of The Company President to administer this policy. It is the responsibility of any employee or contractor involved to adhere fully to this policy. Individual responsibilities for implementing this plan are indicated below.

1.0 Management: The Company President

- A. Ensure compliance with this program.
- B. Conduct immediate corrective action for deficiencies found in the program.
- C. Maintain an effective hazard communication training program.
- D. Make this plan available to employees or their designated representative.

2.0 Purchasing Staff: [Insert job title]

- A. Ensure that all received containers are properly labeled and that labels are not removed or defaced.
- B. Ensure that all shipped containers are properly labeled.
- C. Ensure that department employees are properly trained in spill response.
- D. Ensure that received Safety Data Sheets (SDSs) are properly distributed.
- E. Obtain from the supplier/manufacturer SDSs for all chemicals purchased from retail sources.

3.0 Location Safety Representative: [Insert job title]

- A. Maintain a list of hazardous chemicals using the identifier that is referenced on the SDS for **all** materials used in respective operations.
- B. Ensure that the SDS for each of these materials is available in the designated location.
 - 1. SDSs may also be maintained electronically if they are always available. The Risk Management Center has an SDS Management system which retains all SDSs.
- C. Monitor the effectiveness of the program.
- D. Conduct an annual audit of the program.
- E. Monitor employee training to ensure its effectiveness.
- F. Keep management informed of necessary changes.
- G. Ensure that SDSs are readily accessible to all employees on all shifts.
- H. Monitor facility for proper use, storage and labeling of chemicals.
- I. Ensure that SDSs are available for emergency medical personnel when treating exposed employees.
- J. Provide information, as requested, concerning health effects and exposure symptoms listed on SDSs.
- K. Provide specific chemical safety training for assigned employees.
- L. Ensure that chemicals are properly used, stored and labeled.
- M. Ensure that only the minimum amount necessary is kept at workstations.
- N. Ensure that contractor employees are provided with SDSs for materials used in the areas where their employees will be working.

4.0 Employees

- A. Comply with the requirements of this program.
- B. Report any problems with the storage or use of chemicals.
- C. Immediately report spills or suspected spills of chemicals.
- D. Use only those chemicals for which they have been trained.
- E. Use chemicals only for specific assigned tasks in the proper manner.

5.0 Contractors

- A. Comply with all aspects of this program.
- B. Coordinate information with the Location Safety Representative, [insert job title].
- C. Ensure that contractor employees are properly trained.
- D. Notify the Location Safety Representative before bringing any chemicals into any facilities.
- E. Monitor and ensure proper storage and use of chemicals by contractor employees.

Procedure

1.0 General Program Information

- A. This written Hazard Communication Plan consists of the following elements:
 - 1. Chemical inventory and storage
 - 2. Employee training
 - 3. Non-routine tasks
 - 4. Product labels
 - 5. Safety Data Sheets (SDSs)
 - 6. Contractors
 - 7. Emergencies and spills
 - 8. Chemical procurement procedures

2.0 Chemical inventory and Storage

- A. A chemical inventory of hazardous chemicals will be created, reviewed and updated annually by [insert the responsible person's job title].
- B. The inventory will be located in [list document location, and/or include location on computer if electronic].
- C. Chemicals will be identified in the inventory by the product identifier on the SDS and the product label.
- D. Chemicals will be stored properly, based on the potential hazard of each chemical.

3.0 Employee Training

- A. Initial orientation training:
 - 1. All new employees shall receive safety orientation training by [insert job title], covering the elements of the Hazard Communication Program and the Right-to-Know Program.
 - 2. The training will be assigned using Training Track in the Risk Management Center.
 - 3. This training will consist of general training, covering:
 - a) The location and availability of the written Hazard Communication Program.
 - b) The location and availability of the chemical inventory used in the workplace.
 - c) The methods and observation techniques used to detect the presence or release of a hazardous chemical in the workplace.
 - d) The specific physical and health hazards of all chemicals in the workplace as outlined in the Globally Harmonized System of Classifying and Labeling Chemicals (GHS).

- The hazard classification system outlines the following hazards that must be identified:
 - Physical
 - Health
 - Pyrophoric
 - Combustible dust
 - Asphyxiants
 - Hazards not otherwise classified (HNOC)
- For each hazard classification, the specific hazard category is also determined based on the severity of the hazard and relevant scientific data.
- e) Specific control measures for protection from physical and/or health hazards.
- f) An explanation of the chemical labeling system.
- g) The location and use of SDSs.
- B. Job-specific training
 1. Employees will receive on-the-job training from their supervisor and/or the Location Safety Representative.
 2. Training will include:
 - a) Health and physical hazards.
 - b) Container labels.
 - c) SDSs.
 - d) Control methods.
 - e) Proper personal protective equipment (PPE).
 - f) Proper handling of each chemical.
 - g) How to detect the presence or release of chemicals.
 - h) Emergency procedures, including spill clean-up and accidents.
- C. Annual refresher training
 1. Annual hazard communication refresher training will be conducted as part of continuing safety training.
- D. Immediate, on-the-spot training
 1. This training will be conducted by supervisors and/or the Location Safety Representative when:
 - a) A new chemical hazard is introduced.
 - b) Any employee requests additional information or exhibits a lack of understanding of the safety requirements.

4.0 Non-Routine Tasks

- A. Non-routine tasks are defined as:
 1. Working on, near or with unlabeled piping.
 2. Working with unlabeled containers of an unknown substance.
 3. Confined space entry where a hazardous substance may be present.
 4. A one-time task using a hazardous substance differently than intended, i.e., using a solvent to remove stains from tile floors.
 5. [Insert additional non-routine tasks applicable to this section].
- B. Training will be conducted by [insert job title].
- C. Non-routine tasks require the following steps:
 1. Conduct a hazard determination.
 2. Determine precautions.

3. Implement specific training and documentation.
 4. Perform the task.
- C. All non-routine tasks will be evaluated by the [insert job title] before the task commences to determine all hazards present.
1. This determination will be conducted with quantitative/qualitative analysis, air sampling, substance identification/analysis, etc., as applicable.
- D. Once the hazard determination is made, [insert job title] will determine the necessary exposure controls.
1. In addition, the Department Supervisor or Location Safety Representative will provide specific safety training for employees present or affected and will document the training using the **Chemical Safety Training Document** (Appendix B of this document), marking it as "Non-Routine Task Training."
- E. Off-site use or transportation of chemicals will fall under the requirements of non-routine tasks if needed.

5.0 Container Labels

- A. Each container will have an appropriate label prominently displayed that includes:
1. A product identifier.
 2. A signal word.
 3. The applicable hazard statements.
 4. A pictogram.
 5. Precautionary statements.
 6. The contact information of the responsible party.
- B. Portable containers which contain a small amount of chemicals need not be labeled if they are used immediately during that shift, but they must be under the strict control of the employee using the product.
- C. All warning labels, tags, etc., must be maintained in a legible condition and not defaced. Facility weekly inspections conducted by [insert job title] will check for correct labeling.
- D. Incoming chemicals are to be checked for proper labeling.

6.0 SDS Information

- A. SDSs are supplied by the chemical manufacturer to provide additional information concerning the safe use of the product.
- B. SDSs must have a unique product identifier that corresponds to the product label.
- C. SDSs must be in English; however, other languages are allowed in addition to an English version.
- D. The SDSs will be kept in [insert location of SDSs, physical or electronic].
- E. SDSs must be readily accessible to all employees on all shifts.
- F. Prior to beginning work with a chemical, employees must be trained on its SDS.
- G. Each SDS provides these sixteen sections in the following order:
1. Section 1. Identification
 2. Section 2. Hazard identification
 3. Section 3. Composition information on ingredients
 4. Section 4. First aid measures
 5. Section 5. Fire-fighting measures

6. Section 6. Accidental release measures
7. Section 7. Handling and storage
8. Section 8. Exposure controls/personal protection
9. Section 9. Physical and chemical properties
10. Section 10. Stability and reactivity
11. Section 11. Toxicological information
12. Section 12. Ecological information
13. Section 13. Disposal considerations
14. Section 14. Transport information
15. Section 15. Regulatory information
16. Section 16. Other information

7.0 Contractors

- A. All outside contractors working inside our facilities are required to follow the requirements of this program.
- B. The [insert job title] will provide contractors information on:
 1. Location of SDSs.
 2. Precautions to be taken to protect contractor employees.
 3. Potential exposure to hazardous substances.
 4. Chemicals used in or stored in areas where they will be working.
 5. Location and availability of SDSs.
 6. Recommended personal protective equipment (PPE).
 7. Labeling system for chemicals.

8.0 Emergencies and Spills

- A. In case of an emergency, implement the Emergency Action Plan:
 1. Evacuate people from the area.
 2. Outside personnel will be contacted, i.e., first responders.
 3. Isolate the area.
 4. If the material is flammable, turn off the ignition and heat sources.
 5. Only personnel specifically trained in emergency response are permitted to participate in chemical emergency procedures.

9.0 Chemical Procurement Process Requirements

- A. Obtain permission through [Enter position] prior to purchasing any chemical product.
 1. A Hazard Assessment is performed prior to people using and being exposed to the material.
 2. Hazard Assessment tools are available in the Risk Management Center to assist with developing control procedures, including the PPE required.
- B. Update the hazardous material inventory.
 1. Maintain a hazardous material inventory that lists all the hazardous materials used at this workplace.
 2. File a copy of the hazardous material inventory in [insert chemical inventory location].
- C. Manage the SDSs.
 1. Obtain SDSs for all chemicals before they are used.
 2. Review each SDS when it is received to evaluate whether the information is complete and to determine if our existing protective measures are adequate.

3. Replace SDSs when updated sheets are received.
 - a) Communicate any significant changes to those who work with the chemical.
 - b) SDS Track™ in the Risk Management center will assist in keeping track of our SDSs and includes a secondary labeling system.
 4. SDSs are required for all hazardous materials used on site by project personnel.
- D. Labels
1. Ensure that all received containers are properly labeled and that labels are not removed or defaced.

Appendix A: Hazardous Material Inventory

Facility/ Building: _____

Date: _____

Department: _____

This information can be found on the container labels.

Name of Material	Address of the Material's Maker	Phone Number of the Material's Maker	Is it a household product, and is it used in the same amount and manner as household use? (YES/NO)	The SDS is on file. (YES/NO)	Container Size	Container number	Hazard Statements Noted on the Label*	Chemical Class**

* Hazards		
Physical Hazards: 1= Flammable 2= Combustible 3= Oxidizer	Health Hazards: 4= Skin Irritant or corrosive 5= Eye Irritant or corrosive 6= Respiratory hazard 7= Nervous system hazard 8= Reactive 9= Kidney hazard 10= Liver hazard 11= Reproductive hazard	Other: 12= Pyrophoric 13= Combustible dust 14= Hazards not otherwise classified (HNOC)

** Chemical classes:	
1= Solvents/flammable paints 2= Liquid Fuels (gasoline, diesel) 3= Acids 4= Bases 5= Compressed inert gas 6= Compressed fuel or flammable gas 7= Coolants 8= Grease/lubricant	9= Wood based materials 10= Resins/glues 11= Metals (including welding rod/wire; saw blades and component metal materials) 12= Other (specify)

Appendix B: Chemical Safety Training Document

Hazard Communication & Chemical Safety Training is an annual re-training requirement for all employees.

Employee: _____

Trainer: _____

Training Date: _____

Training type:

Routine

Non-routine

On the above date, Hazard Communication & Chemical Safety Training was provided. Training consisted of the following topics:

1. Hazard communication requirements
 - a) Written product information
 - b) Labeling of containers
 - c) Understanding and use of SDS
 - d) Safe handling and storage of chemical products
2. How to identify potentially harmful chemicals
3. Location of the written Hazard Communication Program
4. Actions to take on a spill or fire involving chemical products
5. Location and contents of SDSs
6. Uses of personal protective equipment (PPE):
 - a) When PPE is required
 - b) What PPE is required
 - c) How to don and remove PPE
 - d) Limitations of specific PPE
 - e) Proper care, maintenance and useful life
 - f) Disposal
7. Walk-through of emergency procedures
8. Workplace chemicals
9. Specific responsibilities of employee

Employee Certification:

I have received the above training on chemical product safety and am aware of my responsibilities for safe chemical use, storage, handling and emergency procedures.

Employee Signature: _____ **Date:** _____

Trainer Signature: _____

What is GHS?

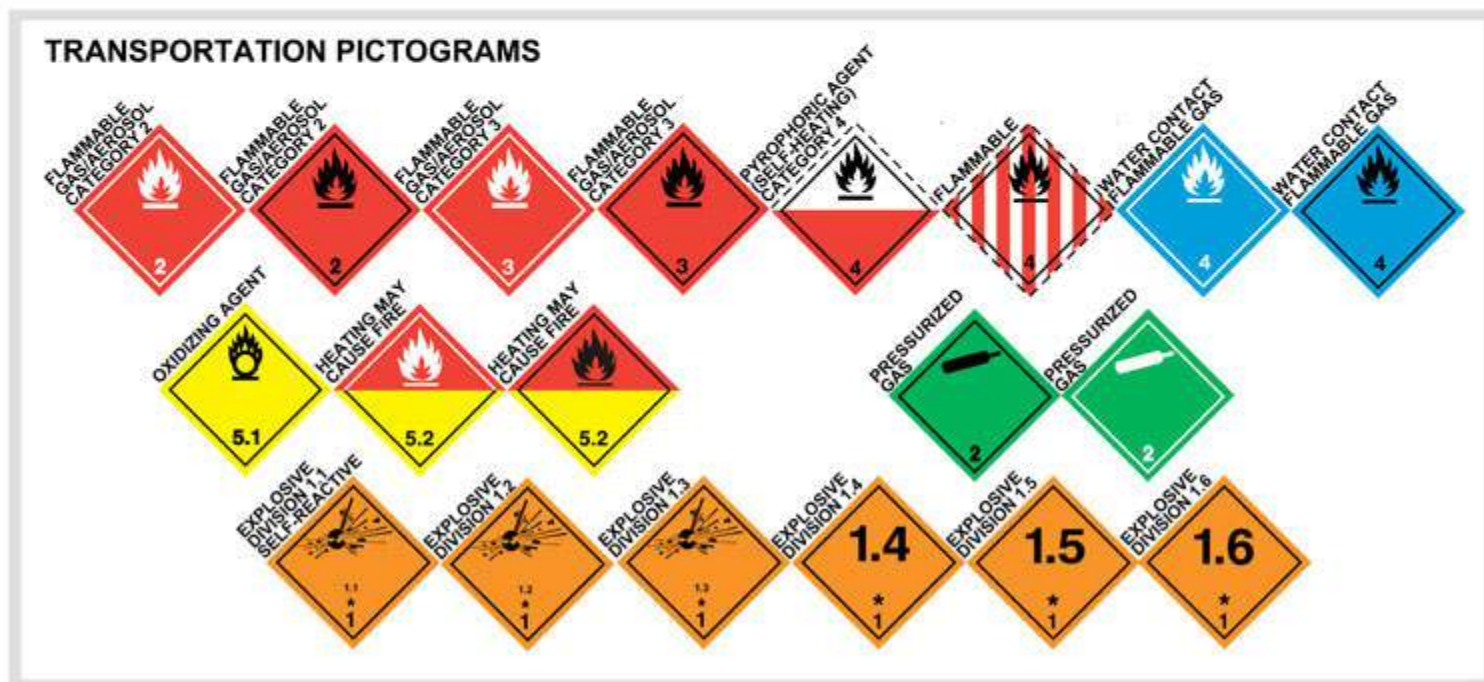


GHS is defined as:

Globally Harmonized System of Classification and Labeling of Chemicals

In recent decades, chemicals have become an increasingly global commodity. Industries located in some of the farthest reaches of our planet now demand a wide range of chemicals – many of which are hazardous to human health and the environment. The result creates jobs and bolsters economies, but also poses new dangers to human health and the environment.

Even with the new international uptick in chemical transportation and storage, many governments lag in regulations. In fact, only a small fraction of developed countries have a standardized system of labeling for transporting and storing chemicals within their own borders. In undeveloped countries, with no regulations, it's especially difficult for workers to recognize the dangers their cargo or storage may present.



The GHS pictogram library is used to help labels convey specific hazard characteristics for stored and transported cargo.

In 1992 the United Nations (U.N.) began working on a solution to eliminate the international confusion that surrounds the identification of hazardous chemicals. In 2002 the U.N. released a draft of the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). All governments, with or without their own system, were encouraged to adopt GHS standards and many have been gradually incorporating the system into their own codes. In the U.S., OSHA recently incorporated elements of GHS into its own Hazard Communication Act. OSHA's adoption has yet to be released, but should be soon. Chemical manufacturers, and others shipping and storing chemicals abroad, are now beginning to use the GHS standardized system to identify hazardous chemical cargo.

GHS comes with its own library of pictograms for labeling hazardous chemicals. Each pictogram describes a specific hazard characteristic and up to four standard GHS pictograms may appear on a single label.

Standard GHS pictograms are surrounded with a red diamond and the pictogram itself is printed in black. Transportation GHS pictograms vary in color and alert workers of chemical hazards during transportation. Some of these pictograms provide carriers with greater chemical detail and bright colors improve legibility at a distance. If a transportation pictogram is used on a label, the same standard GHS pictogram should not be used.

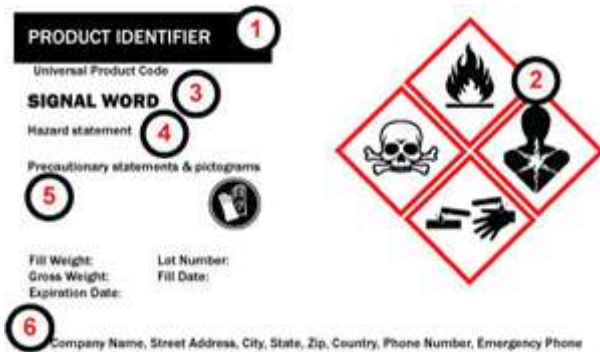
Having the Safety Data Sheet (SDS) for the chemical you plan to label available is key to proper GHS labeling. Most chemical manufacturers should now be providing customers with a GHS formatted SDS. These sheets should provide all of the necessary information to properly label for GHS.

Even though much of the necessary labeling information should already be written for you in a SDS, it's a good idea to understand the terms and where to find them.

The new GHS format for SDS

(OSHA now requires this format):

- | | |
|---|---|
| 1 Identification | 9 Physical and chemical properties |
| 2 Hazard identification | 10 Stability and reactivity |
| 3 Composition/information on ingredients | 11 Toxicological information |
| 4 First-aid measures | 12 Ecological information |
| 5 Fire-fighting measures | 13 Disposal considerations |
| 6 Accidental release measures | 14 Transport information |
| 7 Handling and storage | 15 Regulatory information |
| 8 Exposure controls/personal protection | 16 Other information |



A GHS label should include:

- Product identifier (1)
- Pictograms (2)
- Signal words (3)
- Hazard statements (4)
- Precautionary statements and pictograms (5)
- Supplier information (6)

The **product identifier** is the common product name (found in Section 1 of the SDS). Include all chemical identities of mixtures and alloys contributing to the hazard. For example, "acute toxicity" may relate to an ingredient of the product. If this is the case, it must be listed (found in Section 3 of the SDS).

The **signal words** used in GHS are similar to those required by ANSI Z535 and many other agencies in English speaking countries. More severe hazards use "DANGER" and less severe hazards use "WARNING." The appropriate pictograms should also be listed in the same SDS section (found in Section 2 of the SDS).

To describe the nature of the hazard, a **hazard statement** must be provided. This phrase describes the nature of the hazard. A code uniquely identifies each one. As an example: "highly flammable liquid and vapor" (H225). The codes can be found in Section 1, Annex 3 of the GHS. The code should never be a substitute for the words (found in Section 1 of the SDS).

A **precautionary statement** describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure (found in Section 2 of the SDS).



There are 5 types of precautionary statements (These codes are commonly used on an international SDS):

- **General (codes "P1xx")**
- **Prevention (codes "P2xx");**
- **Response (in case of spillage or exposure) (codes "P3xx");**
- **Storage (codes "P4xx"); and**
- **Disposal (codes "P5xx");**

Precautionary pictograms can be used, where allowed, to display the required personal protection equipment.

Finally, the supplier identification is listed. This should include the supplier's name, address and the phone number of the manufacturer or supplier (found in Section 1 of the SDS).

As a general rule, use GHS labels on the outside of hazardous chemical containers that will be shipped or stored abroad. Common placement locations for a GHS hazard label are near shipping labels and on the outside of drums, pallets or cargo containers. The goal is for handlers to easily see and understand them during transportation, loading and storage.

While many existing laws and regulations are similar to GHS, they are different enough to require multiple labels for the same product – both within the U.S. and abroad. Multiple safety data sheets, for the same product, may also be required to satisfy specific laws. U.S. regulatory agencies and various countries have different labeling requirements for hazardous chemical labeling. Research the trip your shipment will take, in advance, to ensure all labeling laws are met.

In Europe the EU requires either an EU-based customer or importer to handle much of the paperwork required for hazardous chemical importation. The EU's Classification, Labeling and Packaging of Substances and Mixtures Program (CLP), assigns responsibility to the final-destination-recipient so importation is managed by someone who understands the local laws and speaks the native language.

Once approved for importation, the EU-based customer or importer is responsible for providing the shipper with a notification for labeling.

Under CLP shipping laws, transportation labeling should be sufficient on the outer packaging of most hazardous substances when both the transport and the CLP rules apply. Similarly, when a CLP hazard pictogram relates to the same hazard as in the rules for the transport of dangerous goods, the CLP version of this pictogram does not need to appear on the outer packaging.

Village Roofing Co Inc.

Policy for handling fingerprinting when required by Schools and or special buildings.

In order to qualify as a sub- contractor for certain jobs like additions to existing school buildings. We are required to follow fingerprinting of employees that will be working on the job.

1. All employees must sign a consent form.
2. All fingerprints submitted are confidential information and will be maintained in locked files at Village Roofing Co. Inc.
3. IT IS Important to understand that all information regarding employees is confidential – if the employee desires the employee is entitled to view all personal information kept by Village Roofing.
4. The office Administrator is our designated keeper of information; the information once received will not leave the control of the office administrator.
5. The office administrator will inform the president of Village Roofing of the results and will be in possession of the information if the president needs to read the information.
6. The information is to always be kept in locked files.
7. Any mishandling of information will be investigated and any employee receiving the information and communicating with others is subject to Company Disciplinary Policy

Village Roofing Co., Inc.

Commercial Roofing & Sheet Metal Contractors since 1993

Silica Protection and Exposure Control Plan: Reference OSHA 1926.1153

Scope and purpose:

1. The health and safety of every VRCI employee is vital to the long term existence of Village Roofing. Medical data exists proving over exposure to silica dust without proper protection can cause damage to your respiratory system. OSHA 1926.1153 formally addresses that protection.
2. As a commercial roofer we work on both new construction and existing constructed commercial roofs. No roofing materials that we will use contains silica particles; however there may be times that we will be exposed to silica dust due to construction activity by others in the area that we work. We also may create silica dust if we have to drill into concrete or mortar joints during flashing installation. The following guidelines must be followed during these times.

References:

- OSHA 1926.1153

<http://www.osha.gov/pls/oshaweb/owadisp.show>

- ANSI Z88.2: Practices for respiratory program.

Responsibilities & Program Administration.

1. VRCI leadership is responsible for understanding of all pertinent requirements; education of employees; and maintaining documentation.
2. The on job VRCI foreman is responsible to communicate with the General Contractor superintendent and if the general contractor is aware of potential activities in surrounding areas that could adversely expose VRCI employees we will take proper actions including vacate the area during the work (not only are the employees at risk the roofing materials are also adversely affected).
3. Every employee is encouraged and authorized to request assurance of non-exposure when questionable conditions exist.

When we are exposed and required precautions:

1. Using hand drills to penetrate mortar joints or concrete for fastener installation. Use vacuum drill with HEPA filter.
2. Cutting concrete with concrete saw use wet saw or vacuum saw with HEPA filter.
3. Large demo operation by other contractors in close vicinity -leave the area until operation is completed.

Exposure Control Program

- 1. USING Handheld power saw:**
 - a. Use a saw with an integrated water system that continuously feeds water to the blade.**
 - b. Follow the manufacturer's guidelines for maintenance and usage.**
 - c. Always ensure that all guards and hoses are in place before usage.**
 - d. Ensure that there is an adequate water supply.**
 - e. Ensure that water distribution hoses and nozzles are clear.**
 - f. If dust is created during use turn saw off and repair source of malfunction.**
 - g. Dust containing silica on work surfaces must be cleaned while damp to avoid airborne dust.**
 - h. If vacuum is required dispose of vacuum bag after use.**
 - i. Only tool operator should be in use area other employees should not be in usage area.**
- 2. Using Handheld and stand mounted drill:**
 - a. Use drill equipped with a commercially available shroud or cowling with dust collection system.**
 - b. Operate and maintain the tool following the manufacturer's instructions.**
 - c. The dust collector must provide the air flow recommended by the tool manufacturer and have HEPA-filter with =>99% efficiency.**
 - d. Clean or change vacuum filters in accordance with the manufacturer's instructions.**
 - e. If dust is visible shut down the operation and repair source of dust.**
 - f. Dust containing silica on work surfaces must be cleaned off.**