

SAMPLE

ROOF ANCHOR SAFETY INSPECTION

LOGBOOK



Prepared for:

**123 Skyscraper Lane
Somewhere, Ontario**



140 King Street East, Suite 200
Hamilton ON L8N 1B2
Toll Free 1-844-7-safety / Fax (905)-312-8958
www.skylinecanadainc.com

ROOF ANCHOR LOGBOOK

FOR:

ROOF ACCESS, SUSPENDED ACCESS EQUIPMENT & ROOF ANCHORAGE DEVICES

**123 Skyscraper Lane
Somewhere, ON
S1S 1S1**



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SECTION 1 – INTRODUCTION

1.0 INTRODUCTION

1.1 GENERAL MANAGEMENT

1.2 EMERGENCY CONTACTS



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SECTION 1.0 – INTRODUCTION

The information in this logbook is intended for general use by those required to maintain a logbook and those intended to use this information, as prescribed by the regulation for Window Cleaning and is not a definitive guide to government regulations or to practices and procedures wholly applicable under the circumstances. The appropriate regulations and statutes should be consulted.

NOTE TO USERS

The materials contained in this document are for informational purposes only and are not in any way meant to substitute the information required by law. This logbook should be used in conjunction with the requirements contained in the Occupational Health & Safety Act and the Regulations for Window Cleaning, which is the document of Authority.

Additional information can be obtained from CSA Standard Z91-M90, CSA Z271-98 and the Ontario Building Code.



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1.1 GENERAL MANAGEMENT

Window Cleaning Company

Company

Telephone/Fax

Name

Direct Cell

Building Owner

Company

Telephone/Fax

Name

Direct Cell

Property Manager

Company

Telephone/Fax

Name

Direct Cell



1.2 EMERGENCY CONTACTS

Provincial Emergency	911
Federal Emergency	(905) 676-3033
Skyline Canada	1-844-7-safety / 1-844-772-3389
Public Safety Canada	1-800-830-3118
Transport Canada	1-866-995-9737
Environment Canada	1-800-668-6767
Canadian Coast Guard	1-800-563-2444
Crisis Services Canada	1-833-456-4566
Telehealth Ontario	1-866-797-0000

Property Management	
Name	
Telephone	
Office Telephone	

Ministry of Labour	
Local Area Telephone	See Page 10
24-hr Emergency Telephone	(416) 325-1090



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SECTION 2 – MINISTRY REPORTS & ORDERS TO COMPLY

2.0 ONTARIO MINISTRY OF LABOUR OFFICES

2.1 RECORD OF REPORTS & COMPLIANCE ORDERS



2.0 ONTARIO MINISTRY OF LABOUR OFFICES

ONTARIO MINISTRY OF LABOUR LOCAL AREA OFFICES

Barrie 1-800-461-4383	114 Worsley Street, 2 nd Floor	Peterborough 1-800-461-1425	Parklane Plaza, 815 High Street
Dryden 1-800-465-5016	479 Government Road	Rexdale (416) 314-5418	2150 Islington Avenue
Halton 1-800-668-2777	1 Jarvis Street, Main Floor	Richmond Hill 1-800-268-2966	1290 Central Parkway, 4 th Floor
Hamilton/Niagara 1-800-263-6905	1 Jarvis Street, Main Floor	Sarnia 1-800-265-1416	700 Christina Street North
Kapuskasing 1-800-461-9847	24-80 Riverside Drive	Sault Ste Marie 1-800-461-7268	390 Bay Street, 3 rd Floor
Kingston 1-800-267-0915	115 Clarence Street, 3 rd Floor	Scarborough (416) 314-5381	2275 Midland Avenue
Kirkland Lake (705) 567-5292	6 Tweedmuir Avenue	Sudbury	159 Cedar Street, 3 rd Floor
Kitchener 1-800-265-2468	824 King Street West, 4 th Floor	Thunder Bay 1-800-465-5016	435 James Street South, Suite 204
London 1-800-265-1676	130 Dufferin Avenue, 4 th Floor	Timmins 1-800-461-9847	273 Third Avenue, Suite 204
Mississauga (905) 615-6542	1290 Central Parkway West, 3 rd Floor	Toronto (416) 314-6092	123 Edward Street, 4 th Floor
Niagara (905) 692-7261	Schmon Place, Suites 8 & 9, 3350 Merritville Hwy, Thorold	Whitby 1-800-263-1195	209 Dundas Street East, Suite 204
North Bay 1-800-461-1654	1500 Fisher Street, 2 nd Floor	Windsor 1-800-265-5140	500 Ouelette Avenue, Suite 305
Ottawa (613) 228-8050	1111 Prince of Wales Drive, Suite 200	MAIN OFFICE 1-800-268-8013	400 University Avenue, 8 th Floor



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2.1 RECORD OF REPORTS & COMPLIANCE ORDERS

Date of Issue	Order ID	Description	Due Date	Compliance Date



SECTION 3 – O.REG 859, DUTIES & RESPONSIBILITIES

3.0 RESPONSIBILITIES OF THE RESPECTIVE PARTIES

3.1 DUTIES OF THE BUILDING OWNER

3.2 DUTIES OF THE EMPLOYER, CONTRACTOR & SUB-CONTRACTOR

3.3 DUTIES OF THE SUPERVISOR

3.4 DUTIES OF THE WORKER

3.5 DUTIES OF THE SUPPLIER

3.6 DUTIES OF THE ARCHITECT & ENGINEER

3.7 DUTIES OF DIRECTORS & OFFICERS OF A CORPORATION



3.0 RESPONSIBILITIES OF THE RESPECTIVE PARTIES

O.Reg 859/90 applies to employers, including contractors and sub-contractors, who supply window cleaning services to workers who engage in window cleaning and to owners of buildings where a worker may fall a vertical distance of three (3) meters or more.

3.1 DUTIES OF THE BUILDING OWNER

O.Reg 859/90, s. 24(2)

Where window cleaning is done with suspended equipment, additional duties of the owners are:

1. To prepare a roof sketch showing anchor points and related structures (*e.g., penthouses, roofs, parapet walls*) that are suitable and adequate for attachment of the suspended scaffold, boatswain's chair or similar single point suspension equipment and the lifeline. **O.Reg 859/90, s. 39(1).**
2. To give a copy of the sketch to the employer and to post another copy at the roof entrance. **O.Reg 859/90, s. 39(2)(3).**
3. To have the anchor points and permanently installed suspended scaffolds inspected by a competent person before they are used for the first time; and thereafter, as often as the manufacturers recommends, at least once per calendar year, and when told it is defective. **O. Reg 859/90, s. 41(1).** Inspections must be recorded in a logbook; **O.Reg 859/90, s. 41(1)(5).**
4. A building owner shall ensure that any faulty anchor point is repaired and suitable for use for window cleaning work before being used. **O.Reg 859/90, s. 41(4).**
5. A building owner shall keep record of the inspections of any anchor points and any permanently installed suspended scaffold at a building in a logbook to be maintained and retained as long as the anchor points and suspended scaffold are used, showing:
 - i. The date on which each inspection is made,
 - ii. The name and signature of the person making the inspection; and
 - iii. Any modifications or repairs made to an anchor point or suspended scaffold, including the date they were made and the name and signature of the person making the modification and repairs. **O.Reg 859/90, s. 41(4)(5).**

3.2 DUTIES OF THE EMPLOYER, CONTRACTOR & SUB-CONTRACTOR

The duties of the employer, contractor/sub-contractor, and a person who carries on the business of supplying window cleaning services are:

1. To register with a Director of the Ontario Ministry of Labour, Construction Health and Safety Program, nearest the workplace of operation within thirty (30) days of starting business. **O.Reg 859/90, s. 4(1).**



2. To employ only persons who are at least eighteen (18) years of age. **O.Reg 859/90, s. 8.**
3. To send a written report to a Director of the Ontario Ministry of Labour, Construction Health and Safety Program, nearest the workplace of operation within forty-eight (48) hours of an accident if a window cleaner is killed or critically injured and within four (4) days if a window cleaner is disabled from performing his/her work or required medical attention. The report must include the names and addresses of the building owner, the employer, the worker, the witnesses, the physician, or surgeon where applicable and, the details of the accident and the steps if any taken to prevent a recurrence. **O.Reg 859/90, s, 5(1)(2), OSHA 1990, s. 51 and 52.**
 - In case of the failure of a support or structure designed by an engineer, to send to the Director of the Ontario Ministry of Labour, Construction Health and Safety Program, nearest the workplace of operation within fourteen (14) days the written opinion of an engineer on the course of the failure, in addition to the above report. **O.Reg 859/90, s. 6**
4. To ensure that the worker is provided with personal protective equipment including a fall arrest system, as needed for his/her protection, and is instructed in the care and use of his/her equipment. **O.Reg 859/90, s. 9(2).**
5. Where the employer provides electrical equipment to ensure that it is suitable for use and operated safely. **O.Reg 859/90 s. 32.**
6. Where window cleaning is done with a suspended scaffold or boatswain's chair, additional duties of the employer are;
 - i. To notify by telephone the Director of the Ontario Ministry of Labour, Construction Health and Safety Program, nearest the workplace of operation before starting window cleaning. **O.Reg 859/90 s. 7.**
 - ii. To appoint a supervisor. **O.Reg 859/90 s. 44(1).**
 - iii. To provide an effective means of summoning assistance in case of emergency. **O.Reg 859/90 s. 31.**
 - iv. To not start window cleaning work until the employer has received a copy of the building owner's sketch showing all anchor points and other structures suitable for the attachment line. **O.Reg 859/90 s. 39(2).**
 - v. To prepare (*or have prepared*) and to sign a written Work Plan showing how primary support lines and lifelines are to be attached to the anchor points or other primary structures shown on the roof sketch (*directly or by tieback*); setting out such other information as may be required for the safety of workers. **O.Reg 859/90 s. 42(1).**
 - vi. To give a copy of the work plan to each worker and to keep a copy to show to the CHSP inspector.
7. To inform the building owner immediately if the employer believes that an anchor point or other structure is faulty. **O.Reg 859/90 s. 43.**
8. To set up and maintain safety Training Programs in the safe operation of a suspended scaffold or boatswain's chair. Such training must include proper rigging or support lines, inspection for wear of primary support lines and lifelines, safe use of descent control devices, suspended scaffolds,



boatswain's chairs and fall arrest body harnesses; (*The Construction Safety Association of Ontario offers a course on window cleaning that is intended to meet these requirements*). **O.Reg 859/90 s. 45(1).**

- i. The employer shall ensure that only a worker who has successfully completed such training as prescribed by Section 45, of O.Reg 859/90, be allowed to do window cleaning from a suspended scaffold or boatswain's chair. **O.Reg 859/90 s. 45(3).**
- ii. To set up and maintain a list of workers who have successfully completed the training program. **O.Reg 859/90 s. 45(5).**

Note: A worker who has successfully completed the window cleaning safety course offered by the Construction Safety Association of Ontario will be deemed to have successfully completed the training program required by this section.

3.3 DUTIES OF THE SUPERVISOR

1. A supervisor must be appointed by the employer if window cleaning will be done from a suspended scaffold or boatswain's chair. **O.Reg 859/90 s. 44(1).**
2. To visit the worksite at least once per day. **O.Reg 859/90 s. 44(2).**
3. To inform the building owner immediately if he/she believes that the anchor point or structure is faulty. **O.Reg 859/90 s. 43.**
4. To ensure that the worker works in compliance with the Regulations. **OSHA, R.S.O. 1990, s. 27.**

3.4 DUTIES OF THE WORKER

1. To use or wear the protective devices supplied by the employer, as required, including a fall arrest system (*if the worker may fall more than three (3) meters, ten (10) feet or is on, or is in the process of getting on or off a suspended scaffold or boatswain's chair*). **O.Reg 859/90 s. 9(1), s. 31(1)(2).**
2. Not to start window cleaning until he/she has received a work plan form the employer that shows how primary support lines and lifelines are attached to the anchor points or other work involving a suspended scaffold or boatswain's char. **O.Reg 859/90 s. 42(3).**
3. To inform the building owner or his/her agent immediately if the worker believes that an anchor point or other structure is faulty. **O.Reg 859/90 s. 93.**
4. To work in compliance with the Regulation. **OSHA, R.S.O. 1990, s. 28(a).**

3.5 DUTIES OF THE SUPPLIER

OSHA, R.S.O., 1990, s. 31(1)



Every person who supplies any machine, device, tool, or equipment under any rental, leasing, or similar arrangement for the use in or about a workplace shall ensure:

- i. That the machine, device, tool, or equipment is in good condition.
- ii. That the machine, device, tool, or equipment complies with the Act and Regulations, and
- iii. If it is his/her responsibility under the rental, leasing, or similar arrangement to do so, that the machine, device, tool, or equipment is maintained in good condition.

3.6 DUTIES OF THE ARCHITECT & ENGINEER

OSHA. R.S.O., 1990, s. 31(2)

An architect as defined in the Architects Act, and an engineer as defined in the Professional Engineers Act, contravenes this Act if, because of his/her advice that is given or his/her certification required under this Act that is made negligently or incompetently, a worker is endangered.

3.7 DUTIES OF DIRECTORS & OFFICERS OF A CORPORATION

OSHA. R.S.O., 1990, s. 32

Every director and every officer of a corporation shall take all reasonable care to ensure that the corporation complies with:

- i. This Act and the Regulations.
- ii. Orders and requirements of inspections and Directors, and
- iii. Orders of the Minister. **R.S.O., 1990 c. 0.1, s. 32.**



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SECTION 4 – TEMPLATE FORMS

4.0 USAGE RECORD

4.1 WINDOW CLEANING NOTICE - CONTRACTOR TO CLIENT

4.2 WINDOW CLEANING NOTICE - CLIENT TO RESIDENTS

4.3 WINDOW CLEANING NOTICE WORK COMPLETE - NOTICE TO RESIDENTS

4.4 WORK PLAN

SPECAIL NOTE:

The FORMS in this Section are template Forms. Please make copies, use, and distribute any of these forms as required.

If you require additional copies of these forms or any other logbook forms, please contact Skyline Canada at:

skyline@skylinecanadainc.com

If you have a Skyline Canada account, you will also find these Forms by logging into your account.



4.0 USAGE RECORD

CONTRACTOR SHALL ENSURE A COPY OF THE OCCUPATIONAL HEALTH & SAFETY ACT AND REGULATIONS ARE POSTED

Contractor	
Telephone	
Supervisor	
Address	
Number of Workers	
Construction Health & Safety Program notified:	
T.N.O.P. # _____	Date
Type of Equipment Used	Approximate Load
Operation Conducted By	
Worker Provided With Work Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
Remarks:	



4.1 WINDOW CLEANING NOTICE - CONTRACTOR TO CLIENT

Attention: _____
Building Owner, Agent, or Property Manager (Client)

We will be commencing window cleaning operations starting on: _____,
Date

weather permitting. Due to the variability of adverse weather conditions, a completion date for this work cannot be given. However, we will advise you, during our work, when we expect to finish. A completion of work notice can then be posted to inform the residents that the window cleaning is complete, and the Contractor is no longer on site.

Our on-site supervisor will be: _____
Name of Supervisor

The Ministry of Labour Registration Number is: _____
MOL #

Name of Window Cleaning Contractor

Name of Primary Contact Person

Signature

Date

O.Reg 859/90, s. 7(1)(2)
(Formerly 527/86)



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4.2 WINDOW CLEANING NOTICE - CLIENT TO RESIDENTS

NOTICE WINDOW CLEANING

To the residents and staff of: _____,
Identify Work Location

please be advised that window cleaning operations are scheduled to commence on:

Date

This work will be performed between the hours of:

_____ a.m. and _____ p.m.

For the protection of your privacy, please ensure that your window coverings are closed. **DO NOT** attempt to cross, move, or disrupt PUBLIC PROTECTION BARRIERS. Public protection barriers are for everyone's protection. If you have any items attached to your balcony railings or protruding beyond your balcony railings, please ensure that these items are removed until further notice. If you have any questions or concerns, please address them directly to the management office.

Further notice will be given when window cleaning operations are complete.

Thank you in advance.

Management Office



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4.3 WINDOW CLEANING NOTICE WORK COMPLETE - NOTICE TO RESIDENTS

NOTICE

WINDOW CLEANING

To the residents and staff of: _____,
Identify Work Location

please be advised that window cleaning operations are now complete.

Your privacy is no longer subject to window cleaning operations, and you may return your window coverings to their original position.

You may also return your other items and belongings to their original position.

If you have any questions or concerns, please address them directly to the management office.

Thank you in advance.

Management Office



4.4 WORK PLAN

WORK PLAN

(To Be Completed by Contractor)

Work Location	
----------------------	--

IN CASE OF EMERGENCY CONTACT			
-------------------------------------	--	--	--

NAME		TELEPHONE	
-------------	--	------------------	--

BUILDING OWNER	
-----------------------	--

Name	
Address	
Telephone	
Contact Person	

EMPLOYER	
-----------------	--

Name	
Address	
Telephone	
Contact Person	

SUPERVISOR	
-------------------	--

Name	
Address	
Telephone	
Contact Person	



General Description of Work	
Project Notification	
EQUIPMENT TO BE USED	
Portable	
Permanent	
Equipment Inspected	<input type="checkbox"/> YES <input type="checkbox"/> NO
FALL PROTECTION PROCEDURE	



EQUIPMENT RIGGING PROCEDURE	
EQUIPMENT USAGE PROCEDURE	
EMERGENCY PROCEDURE	
Worker Injury	
Equipment Damage/Failure	
Self Rescue	
Emergency Response Plan	



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SECTION 5 – ANCHORAGE INSTALLATION & DESIGN

5.0 ANCHORAGE DEVICE & RIGGING ANALYSIS

5.1 SUSPENSION & ROOF LAYOUT DRAWINGS

5.2 SUSPENDED ACCESS EQUIPMENT & ANCHORAGE DEVICE DRAWINGS



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5.0 ANCHORAGE DEVICE & RIGGING ANALYSIS

Enter All anchorage device and rigging analysis **HERE**, in this logbook.
(INSERT HERE)





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5.1 SUSPENSION & ROOF LAYOUT DRAWINGS

Enter All Contractor roof sketches of Suspension & Roof Layouts HERE, in this logbook.
(INSERT HERE)





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5.2 SUSPENDED ACCESS EQUIPMENT & ANCHORAGE DEVICE DRAWINGS

Enter All engineered roof drawings of Suspended Access Equipment & Anchorage Devices HERE, in this logbook.

(INSERT HERE)





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SECTION 6 – ANCHORAGE MODIFICATION & REPAIRS

6.0 MODIFICATION & REPAIR RECORD

6.1 MODIFICATION & REPAIR REPORTS



6.0 MODIFICATION & REPAIR RECORD

MODIFICATION & REPAIR RECORD

SUSPENDED ACCESS EQUIPMENT & ANCHORAGE SYSTEMS

Identification of Affected Equipment: _____
Type of Equipment

Anchor Point #: _____

Contractor: _____
Name of Contracting Company

Address: _____

Supervisors Name: _____

Name of Competent Person: _____

Signature: _____

Date of Completion (YYYY/MM/DD): _____

MODIFICATION / REPAIR SUMMARY



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6.1 MODIFICATION & REPAIR REPORTS

Enter All Contractors Modification & Repair Reports **HERE**, in this logbook.
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SECTION 7 – ANCHORAGE TESTING & INSPECTIONS

7.0 ROOF ACCESS SAFETY AUDIT

7.1 ANCHORAGE TESTING

7.2 ROOF ANCHOR SAFETY INSPECTIONS



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7.0 ROOF ACCESS SAFETY AUDIT

Enter All Roof Access Safety Audits **HERE**, in this logbook:
(INSERT HERE)





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7.1 ANCHORAGE TESTING

Enter All Anchorage Testing Reports **HERE**, in this logbook:
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7.2 ROOF ANCHOR SAFETY INSPECTIONS

Enter All Roof Anchor Safety Inspections HERE, in this logbook:
(INSERT HERE)

