



Reviewed: July 2020

Safe Job Procedures - Overview Critical Task List

Review

After reviewing our cdqxs'pqqf "Uch'ld'Rtqegf wtgu'end processes, management in conjunction with front line workers and foreman have reviewed and created tj g'dmry 'pqqf "Critical Task List.

- 30 Gpuwtg'vj cv'c'Rtg/Uctv'ld'J c| ctf 'Cpcn'uku'ku'eqo r rgyf 'r tkqt'v'vj g'lvctv'qh'cmr' tqlgev0
- 40' All Personal Protective Equipment (PPE) as listed above must be worn'cu'tgs vkt gf OP q'gzeqr vqpu0
- 50 Inspect work area and ensure that housekeeping is complete'cpf 'gpuwtg'vj cv'uchh'v'pf gtucpf 'vj g" ko r qtvcpeg'qh'hæepkpi debris'kp'ku'r tqr gt'r æeg'vj tqwi j qw'vj g'y qtnf c{0
- 60 Mgr 'cmunnecessary equipment away from the work site v'v'p'p'ggf gf "kp'qtf gt'v'cuukv'y kj " i gpgtcl'j qwugnggr kpi "qp'ukg0
- 70 Read and follow manufacturer's instructions'hqt'cp{ 'cpf 'cm'v'q'q'ulgs vkr o gpv/supplies'p'geguuct{ 'v'q" eqo r rgy'vj g'y qtn'v' use the tool safely/install the material as per manufacturers instructions in order to comply with warranty requirements.
- 80 Minimum of once a week Tool Box Talks conducted by Foreman on each project work site.
- 7. Progress work reviews conducted by Foreman to ensure quality of work by staff.
- 8. General housekeeping to be conducted upon completion of work (Final inspection pending).
- 9. Site Superintendent to conduct Final inspection of work upon Job completion with Foreman.
- 10. Removal of all tools/equipment/excess materials from site.
- 11. Removal of all guardrails (if used) while maintaining 100% adherence to all PPE Requirements and being 100% tied off at all times during removal process.

Reviewed & Approved By:

Date: _____

Jamie Pedra: _____ James Carreiro: _____ Marco Serra: _____

Roofing Foreman: _____ Service Foreman: _____

Worker (Roofer): _____ Worker (Service): _____ Worker (Shop): _____



Reviewed: July 2020

Handheld Cutting Tools

Purpose

To ensure the safe and proper use of hand held cutting tools to prevent personal injuries and/or damage to property.

Description

For cutting various materials including metal, wood, plastic, etc.

Safety Equipment Required

- CSA Approved Footwear
- CSA Approved Eye Protection
- Leather Work Gloves
- CSA Approved Hearing Protection
- Respiratory Protection may be required for excessive dust or vapours

Procedure

1. All Personal Protective Equipment as listed above must be worn.
2. Inspect work area and ensure that housekeeping is complete. Keep debris and unnecessary equipment away from the work site. Ensure all cords are clear of the cutting area.
3. Check material to be cut for foreign bodies that might cause a kickback or blade damage.
4. The proper blade must be selected and used for the intended job.
5. For hand saw; the saw must be “Locked Out”, as per procedure, before adjusting or changing blade.
6. Ensure that guard is in place before using equipment.
7. Check all tools for defects prior to use. If tool is defective in any way DO NOT USE. Please see Defective Tool Procedure.
8. Repair such tools if capable of doing so. If not, remove such tools from service. See “Removal from Service” safe work practice.
9. When using equipment grip with two hands and ensure that footing is secure prior to cutting. Awkward positions and ergonomic strain are possible when carrying out these tasks, be mindful of strains and sprains
10. Do not cut material above your head.
11. Where harmful vapors or dust are created, report to supervisor for a review of hazard assessment and possible respiratory protection.
12. Maintenance must be completed as per manufacturer’s specifications by a trained worker.



Reviewed: July 2020

Dust Control

Purpose

- To eliminate origins of dust from the site
- To identify potential dust migration pathways;
- To monitor for dust produced by site activities

Description

Dust control is the practice of preventing exposed soil or other particulate materials from becoming windborne.

Safety Equipment Required

- CSA Approved Hard Hat
- CSA Approved Footwear
- CSA Approved Eye Protection

Procedure

1. Reduce the pace of, or cease, dust producing activity until the problem is corrected.
2. Notify the area supervisor of dust conditions and implement dust suppression procedures.
3. Remove accumulated dirt and soil from problematic areas, and/or cover, enclose, or isolate dust-generating areas/surfaces to shield them from wind, sunlight, or heat sources.
4. Increase frequency, volume, and/or coverage of water misting, sprays, and foggers to prevent soil and dirt from drying.
5. Provide additional dust suppression systems and operating personnel during the task duration.
6. Modify operating procedures and methods to eliminate problematic conditions.
7. Increase level of worker awareness and instruct them on implementation of any new or modified operating procedures.
8. Report and document all procedural modifications and results.
9. Perform routine audits of dust suppression methods and work areas for dust sources.



Reviewed: July 2020

Working From Heights

Purpose

This Procedure protects workers from injuries associated with working from heights and not utilizing proper fall arrest protection.

Description

Fall Arrest Protection shall be utilized where there is or may be a danger to workers falling. NO person shall use fall protection devices until they have received adequate training on a full body harness, lanyard and shock absorber and Working From Heights Training from an accredited provider.

Safety Equipment Required

- CSA Approved Footwear
- CSA Approved Eye Protection
- Working from Heights Training
- Fall Protection Equipment
- Leather Work Gloves

Procedure

The following procedure is to be utilized in accordance with the Fall Protection Plan established before each related job task. This procedure is to be used to help identify areas of the Fall Protection Plan such as:

- Fall Hazards
- Selection of Equipment
- Anchor Selection
- Install and disassemble procedures for equipment
- Clearance Distance(s)
- Rescue Plan

Working from Scaffolds

1. Scaffold platforms must be fully planked.
2. Guardrails consisting of a top rail, mid-rail and toe board are required whenever the working platform is 2.4 meters (8 feet) or more above floor level.
3. Wheels and casters must be locked when personnel are working on the scaffold.
4. If the scaffold is more than 2.4 meters (8 feet) high, it must not be moved with personnel on it unless:
 - a. they wear full body harness with lanyard and shock absorber tied off to an independent fixed support, and
 - b. the floor is firm and level.

Working from Ladders

1. A worker must wear a full body harness with lanyard and shock absorber tied off to either an independent fixed support or a lifeline whenever the worker is:
 - a. 3 meters (10 feet) or more above the floor, or
 - b. above operating machinery, or
 - c. above hazardous substances or objects.

Working from Swing Stages

1. A worker must wear a full body harness with lanyard and shock absorber tied off to:
 - a. an independent lifeline, if the swing stage has only two independent suspension lines, or
 - b. the swing stage, if it has four independent suspension lines (two at each end).

Working on a Roof or Beside Unprotected Openings and Edges

1. A worker must wear a full body harness with lanyard and shock absorber tied off to an independent fixed support whenever the worker is more than 3 meters (10 feet) above the next level or whenever the worker is above operating machinery, hazardous substances or objects regardless of the possible fall height.

Full Body Harnesses, Lanyards, and Shock Absorbers

1. All full body harnesses, lanyards, and shock absorbers must be CSA-certified. Look for the CSA label.
2. Full body harnesses must be snug-fitting and worn with all hardware and straps intact and properly fastened.
3. Lanyards must be 16 millimeter (5/8") diameter nylon or equivalent.
4. Lanyards must be equipped with a shock absorber.

Lifelines

1. All lifelines must be:
 - 16 millimeter (5/8") diameter polypropylene or equivalent;
 - used by only one worker at a time;
 - free from any danger of chafing;
 - free of cuts, abrasions and other defects;
 - long enough to reach the ground or knotted at the end to prevent the lanyard from running off the lifeline; and
 - secured to a solid object

Rope Grabbing Devices

1. To attach the lanyard of a full body harness to a lifeline, use a mechanical rope grab that has been CSA-certified. Look for the CSA label.



Reviewed: July 2020

Fall Protection

Description

Fall Arrest Protection shall be utilized where there is or may be a danger to workers falling. NO person shall use fall protection devices until they have received adequate training on

Safety Equipment Required

- CSA Approved Footwear
- CSA Approved Eye Protection
- Fall Protection Equipment
- Leather Work Gloves

Procedure

The following procedure is to be utilized in accordance with the Fall Protection Plan established before each related job task. This procedure is to be used to help identify areas of the Fall Protection Plan as:

Fall Hazards	Install and disassemble procedures for equipment
Selection of Equipment	Clearance Distance(s)
Anchor Selection	Rescue Plan

1. All Personal Protective Equipment as listed above must be worn.
2. Inspect work area and ensure that housekeeping is complete. Keep debris and unnecessary equipment away from the work site.
3. Workers shall wear the required Fall Protection Equipment and utilize the appropriate Fall Protection system when working at a height greater than 3 meters.
4. Ensure you know capabilities of Fall Protection Equipment.
5. Only competent workers who have received Certified Fall Protection Training can utilize the fall protection equipment and system.
6. Ensure barricades, ribbons and signs identify restricted areas.
7. Ensure you understand the procedures for rescue of workers who may be unable to rescue themselves from an elevated work area.
8. All Fall Protection equipment used by T. Hamilton and Son Roofing Inc. must be CSA approved or greater.
9. All Fall Protection equipment including Harnesses, D-Rings, Lanyards, Anchors, Caribeeners must be inspected on a per use basis. All defective equipment shall be immediately removed from service.
10. Ensure you do not wrap the lanyards and/or rope around beams, girders, pipes, etc.
11. Utilize buddy system and continually check each other's harness and D ring to ensure that the harness is not too loose and or the D ring has not slipped down the back.



Tarring and Shingling Flat Roofs

Purpose

Protecting workers from injuries associated with tarring/shingling flat roofs

Description

Tarring/Shingling Flat Roofs

Safety Equipment Required

- CSA Approved Footwear
- CSA Approved Eye Protection
- Leather Work Gloves
- Fall Protection

Tarring Procedure

1. All Personal Protective Equipment as listed above must be worn.
2. Inspect work area and ensure that housekeeping is complete. Keep debris and unnecessary equipment away from the work site.
3. Read and follow manufacturer's instructions.
4. Install guardrail system or control zone dependent upon the hazards that are presented and discussed via the hazard assessment.
5. Lay down the 15-lb. roofing felt over the bottom area of roof. Weatherproof the roof by overlapping each felt by at least 2 inches. Staple the felt to the roof structure. Start at the edge of the eaves and extend upwards toward the ridge of the roof.
6. Do not try to apply the tar when it is extremely hot as this can cause the tar to drip off of the roof.
7. Start in the corner of the roof that is farthest away from your ladder and apply the tar according to directions on the container. Spread the tar around with the roller, using smooth strokes that apply the material to all parts of the roof.
8. When finished, carefully climb down the ladder and clean up after your project.
9. In most cases you will want to carefully wrap the roller and discard it according to manufacturer instructions

Flat Roof Shingling Procedure

1. All Personal Protective Equipment as listed above must be worn.
2. Inspect work area and ensure that housekeeping is complete. Keep debris and unnecessary equipment away from the work site.

3. Read and follow manufacturer's instructions.
4. Install guardrail system or control zone dependent upon the hazards that are presented and discussed via the hazard assessment.
5. Ensure that applicable fire extinguishers and first aid supplies are present.
6. Refer to Use of Tiger Torch and Use of Kettle SWP
7. Inspect the top of the roof to make sure it is structurally sound. Also the roof must be completely smooth, free of any sharp objects, rocks, blisters and low spots.
8. Secure the metal flashing along the edges of the roof. Refer to roofing flashing safe job procedure.
9. When the flashing is secure, apply a good coat of primer to the metal. Primer will help the roofing material completely adhere to the flashing.
10. Apply a 43-pound fiberglass base sheet to the surface of the roof, securing the sheet with cap nails at about every four to six inches. Ensure the base sheet lays out nice and smooth with no noticeable high or low spots.
11. Install the first layer of the bitumen membrane. Beginning at the low end of the roof and working parallel to the slope, place the membrane carefully over the base sheet, extending it at least 3 inches over the edges of the roof. After you have completely installed the membrane on the surface of the roof, use your roofing knife to cut the membrane even with the edges of the roof. Make sure that the layer you've applied is tight by stretching it to remove any wrinkles.
12. Roll the sheet halfway back in preparation for the torching process. Make sure it is rolled tight and even so that it can be moved back into place as it is heated.
13. With your torch in hand, position it about one foot in front of the roof and between the membrane and the base sheet. Fire the torch using an "L-shaped" movement across the material. As the membrane, which is largely asphalt, gets hot, it will begin to liquefy. At this point push the membrane forward using your foot to allow the heated membrane to successfully bond with the fiberglass base sheet.
14. When you reach the end of the membrane sheets, use a tool to gently raise the material, and apply heat to fully melt the bitumen in the membrane. If you need to, press the material evenly into place using either a tool or your foot.
15. To install a second and third layer of membrane, repeat the process, making sure to overlap the sheets by six inches for the second row and three inches for the third row. Apply the roofing material over the metal flashing, and if need be, installed the modified bitumen sheets to create a ridge at the top.



Hoisting and Rigging

Purpose

Riggers must be aware of elements that can affect hoisting safety, factors that reduce capacity, and safe practices in rigging, lifting, and landing loads.

Main Hazards

Crush, Overhead Hazard, Contact with utilities, Struck by Equipment and Materials, Material Handling

Safety Equipment Required

- CSA Approved Hard Hat
- CSA Approved Footwear
- CSA Approved Eye Protection
- Traffic vest
- Gloves
- Appropriate attire

Safety & Training

This list is the minimum requirements to be an active Driver/Operator of our 27,000 lb Crane Truck;

1. Daily Inspection of Crane Truck (Conducted by Driver/Operator - Inspection Booklet to be filled out properly daily)
2. Hoisting & Craning License Renewal (every 5-7 years - To be verified)
3. Hoisting & Rigging Training (Every 3 Years)
4. Periodic Mechanical Inspections (As per MOL, Once a year minimum, Driver/Operator to advise as needed)
- 5.

Procedure

1. Hoisting equipment is to be operated by certified or trained personnel only, as required for the capacity and type of equipment.
2. The employer must have a procedure in place for inspecting the rigging equipment.
3. All persons rigging loads must have proof of rigging training available for review.
4. Loads being hoisted must not pass over workers or general public, or be handled in a manner which might endanger a worker. Permission must be obtained and precautionary measures in place to fly loads over public ways.
5. Full visibility of the load and the intended path must be maintained by the operator of the hoisting equipment at all times. In the event that his view is obstructed or work is conducted near equipment, machinery, electrical conductors or other hazards, a competent trained signal person must be used.
6. The operator and signal person must utilize voice communication if available or pre-arrange industrial standard hand signals.

7. At no time shall the operator of the hoisting equipment attempt to lift an object or load which is in excess of the maximum load rated capacity.
8. The capacity of the equipment and any attachments must be readily available.
9. The operator must always ensure that full control of the load is maintained.
10. Loads must not be left suspended, unless the operator is at the controls of the equipment.

Elements that can Affect Hoisting Safety

- Working Load Limit (WLL) not known. Don't assume. Know the working load limits of the equipment being used. Never exceed these limits.
- Defective components. Examine all hardware, tackle, and slings before use. Destroy defective components. Defective equipment that is merely discarded may be picked up and used by someone unaware of its defects.
- Questionable equipment. Do not use equipment that is suspected to be unsafe or unsuitable, until its suitability has been verified by a competent person.
- Hazardous wind conditions. Never carry out a hoisting or rigging operation when winds create hazards for workers, the general public, or property. Assess load size and shape to determine whether wind conditions may cause problems
- Weather conditions. When the visibility of riggers or hoist crew is impaired by snow, fog, rain, darkness, or dust, extra caution must be exercised. For example, operate in "all slow", and if necessary, the lift should be postponed. At sub-freezing temperatures, be aware that loads are likely to be frozen to the ground or structure they are resting on. In extreme cold conditions avoid shock-loading or impacting the hoist equipment and hardware, which may have become brittle.
- Electrical contact. One of the most frequent killers of riggers is electrocution. An electrical path can be created when a part of the hoist, load line, or load comes into close proximity to an energized overhead power line.

Date: _____
 Supervisor: _____
 Jobsite: _____

Employee:

Hoisting and Rigging (Outside Crane Operator)

Purpose

Riggers must be aware of elements that can affect hoisting safety, factors that reduce capacity, and safe practices in rigging, lifting, and landing loads. When we use cranes that are operated by staff other than our own forces, the proper procedures must be in place prior to the commencement of hoisting.

Main Hazards

Crush, Overhead Hazard, Contact with utilities, Struck by Equipment and Materials, Material Handling

Safety Equipment Required

- CSA Approved Hard Hat
- CSA Approved Footwear
- CSA Approved Eye Protection
- Traffic vest
- Gloves
- Appropriate attire

Third Party Requirements (Outside Crane Operator)

These are the minimum requirements we will need from any third party Crane company prior to their appearance on a project site we are working on;

1. Preliminary Hoisting/Craning plan (Final plan to be completed on site on day of operations).
2. All associated Hoisting & Rigging Safety Cards (for the Driver/Operator who will be on site).
3. Copies of the last 2 weeks of Operator Inspection forms/checklists of the Crane to be used on site.
4. Confirmation and signed off acceptance of all Hoisting & Rigging Procedures as detailed in our Pollard H&S Policy, specifically the section regarding Safe Work Practices for Hoisting & Rigging (Will be supplied to the Craning Company for their review and sign-off at least 2 days prior to required craning operations on site).
5. Confirmation Sign-off Form (signed by the H&S Manager and Crane Operator from the outside Craning Company).

Procedures

1. Hoisting equipment is to be operated by certified or trained personnel only, as required for the capacity and type of equipment.
2. The employer must have a procedure in place for inspecting the rigging equipment.
3. All persons rigging loads must have proof of rigging training available for review.
4. Loads being hoisted must not pass over workers or general public, or be handled in a manner which might endanger a worker. Permission must be obtained and precautionary measures in place to fly loads over public ways.
5. Full visibility of the load and the intended path must be maintained by the operator of the hoisting equipment at all times. In the event that his view is obstructed or work is conducted near equipment, machinery, electrical conductors or other hazards, a competent trained signal person must be used.
6. The operator and signal person must utilize voice communication if available or pre-arrange industrial standard hand signals.

7. At no time shall the operator of the hoisting equipment attempt to lift an object or load which is in excess of the maximum load rated capacity.
8. The capacity of the equipment and any attachments must be readily available.
9. The operator must always ensure that full control of the load is maintained.
10. Loads must not be left suspended, unless the operator is at the controls of the equipment.

Elements that can Affect Hoisting Safety

- Working Load Limit (WLL) not known. Don't assume. Know the working load limits of the equipment being used. Never exceed these limits.
- Defective components. Examine all hardware, tackle, and slings before use. Destroy defective components. Defective equipment that is merely discarded may be picked up and used by someone unaware of its defects.
- Questionable equipment. Do not use equipment that is suspected to be unsafe or unsuitable, until its suitability has been verified by a competent person.
- Hazardous wind conditions. Never carry out a hoisting or rigging operation when winds create hazards for workers, the general public, or property. Assess load size and shape to determine whether wind conditions may cause problems
- Weather conditions. When the visibility of riggers or hoist crew is impaired by snow, fog, rain, darkness, or dust, extra caution must be exercised. For example, operate in "all slow", and if necessary, the lift should be postponed. At sub-freezing temperatures, be aware that loads are likely to be frozen to the ground or structure they are resting on. In extreme cold conditions avoid shock-loading or impacting the hoist equipment and hardware, which may have become brittle.
- Electrical contact. One of the most frequent killers of riggers is electrocution. An electrical path can be created when a part of the hoist, load line, or load comes into close proximity to an energized overhead power line.

Date: _____

H&S Manager: _____

Jobsite: _____

Driver/Operator: _____

H&S Manager: _____
(Crane Company)

On-Site Date: _____

Crane Size: _____

Paperwork Submitted: Preliminary Plan All Safety Cards Inspection Records (2 Weeks)

Employees (Our Forces to be used to aid in Rigging on Site):



Reviewed: July 2020

Kettle Fires

Purpose

To ensure the safe and proper use of a Roof Hoist to prevent personal injuries and/or damage to property.

Description

KETTLE FIRES - When a kettle fire occurs:

Safety Equipment Required

- CSA Approved Hard Hat
- CSA Approved Footwear
- CSA Approved Eye Protection

Procedure

1. STAY CALM, CLOSE THE LID, TURN OFF THE FUEL SUPPLY
2. AT THE CYLINDER OR ASME TANK VALVE - and call for help!
3. The best way to put out the fire is to close the kettle lid.
4. You should check daily that the kettle lid closes tightly.
5. If the fire spreads to the outside walls of the kettle, use a dry chemical fire extinguisher to put out the fire.
6. Move the propane supply out of the area.

TO MINIMIZE THE RISK OF A KETTLE FIRE:

1. Kettle men should always be aware of the properties of tar products in use, such as the flash point temperatures.
2. Kettle men should always use a temperature probe with a rod long enough to check temperatures down at the flues.
3. Keep the kettle clean of all coke residues by skimming the kettle once a day.
4. Do not allow coke material to build up inside of the kettle.

Installing Roof Flashing

Purpose

Protecting workers from injuries associated with roof flashing

Description

Installing roof flashing

Safety Equipment Required

- CSA Approved Footwear
- CSA Approved Eye Protection
- Leather Work Gloves
- Fall Protection
- Face shield
- Dust mask (if required)
- Ear Plugs (if required)

Procedure

1. All Personal Protective Equipment as listed above must be worn.
2. Inspect work area and ensure that housekeeping is complete. Keep debris and unnecessary equipment away from the work site.
3. Read and follow manufacturer's instructions.
4. Don harness and follow Fall Protection Safe Job Procedure
5. Find the slope on your roof and label the area.
6. Cut a piece of base flashing in a 45-degree angle so that it can bend to fit flush with the roof
7. Lay down the strips of metal flashing to the base of the chimney or wall, and apply strips of waterproof barrier around it. Make sure to overlay the strips so that they can shed any water that runs onto your roof.
8. Install the flashing piece by piece, starting from the chimney's base/wall base and around to cover the shingles.
9. Apply caulk beads in each corner piece to keep it further secured in place. Also, install roofing nails to hold the flashing to the roof.
10. Seal the sides of the chimney/wall under the shingles and flashing. Use extra caution when sealing overlapping pieces in a manner that will enable water to be diverted from the top of the shingles.
11. Nail the saddle with more waterproof membrane, and cut the shingles appropriately, with a portion of the flashing still exposed.
12. Apply extra caulking to the flashing cap.
13. Cut grooves into the mortar joints in the chimney to seal up the flashing cap. Allow this to extend to both corners. Use a grinder and a diamond blade to do this, and be sure to wear earplugs, a dust mask and goggles as protection for your hearing, lungs and eyes.
14. Clean up work area when completed



Reviewed: July 2020

Erecting Scaffolding

Purpose

Protecting workers from injuries associated with erecting and working with scaffolding.

Description

All scaffolding used shall be erected, maintained and dismantled by a competent worker, in accordance with manufacturer's specifications and regulations.

Safety Equipment Required

- CSA Approved Footwear
- CSA Approved Eye Protection
- Fall Protection Equipment
- Leather Work Gloves

Procedure

1. All Personal Protective Equipment as listed above must be worn.
2. Inspect work area and ensure that housekeeping is complete. Keep debris and unnecessary equipment away from the work site.
3. Ensure grounding on a firm and level base.
4. Maintain the established minimum clearances from all power lines.
5. Provide a safe access ladder.
6. Ensure scaffold has a platform perimeter handrail.
7. Anchor or tie a *free standing* scaffold according to regulations.
8. Do not use a ladder sloped against the side of a scaffold at any time.
9. A toe board is required on all platforms.
10. Ensure tube and clamp modular construction is utilized. Wood construction is to be used only when absolutely necessary.
11. Ensure proper safe scaffold tags are installed.
12. Utilize a tag line when hoisting material.
13. Minimize tools, material and debris on the platform.
14. Ensure a hand line with a tool bag for tools is utilized.



Reviewed: July 2020

Tin Roofing

Purpose

Protecting workers from injuries associated with installing Tin shingles

Description

Installing Tin shingles

Safety Equipment Required

- CSA Approved Footwear
- CSA Approved Eye Protection
- Leather Work Gloves
- Fall Protection

Procedure

1. All Personal Protective Equipment as listed above must be worn.
2. Inspect work area and ensure that housekeeping is complete. Keep debris and unnecessary equipment away from the work site.
3. Read and follow manufacturer's instructions.
4. Don harness and follow Fall Protection Safe Job Procedure
5. Install a layer of roofing felt over the total surface of the clean roof, overlapping it to make sure the entire roof is covered.
6. Draw a chalk line to indicate the edges of each of the tin roof panels. The chalk line will help you keep your tin panels straight.
7. Use tin snips to cut as many tin panels as you need to fill in your roof.
8. Attach the tin through the felt using roofing nails and a hammer. Use at least two nails every foot or so for a secure roof. Finish nailing down the first panel before you begin with the next one.
9. Overlap the next tin panel slightly to avoid having exposed areas. Layer each of the tin panels in this manner until your roof is covered.
10. Fill in the overlapped sections with roofing cement.