



A Subsidiary of Standard/Taylor Industries, Inc.

Standard Roofing USA, Inc.

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Site Specific Safety Plan

Standard Roofing Company is committed to protecting employees, clients and the general public on all our projects. This premise is a Company value of great importance. Our goal is ZERO incidents. The following guiding principals will evidence this philosophy and our future success:

- Senior management is responsible to support and monitor the safety, health and risk management process.
- The line organization is responsible and accountable to lead and implement the safety, health and risk management process.

Supervision shall possess the skills and commensurate with project responsibilities.

All employees must comply with safety, health, and risk management requirements.

We will work towards continuous improvement.

We will foster a culture that aligns safety, health and risk management with the other business objectives.

- The emphasis will be on the Safety, Health and Risk Management. Planning Process and reduction of incidents will be our measure of our success.

SITE-SPECIFIC SAFETY PLAN

ABOUT THIS PROGRAM

This is a written example of a Site Specific Safety Plan (SSSP) that Standard Roofing Co. implements and maintains as part of our everyday Project Management procedures.

The SSSP comprises the following elements:

1. Responsibility/Key Line Personnel
2. Scope of Work Evaluation
3. Hazard/Risk/Exposure Assessment
4. Control Measures
5. Periodic Inspections

Montgomery • Birmingham
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6. Daily Safety Reports
 7. Compliance
 8. Written Progressive Disciplinary Program
 9. Hazard Correction
 10. Training and Instruction
 11. Project Site Orientation
 12. Employee Communication System
 13. Record Keeping
 14. Accident/ Exposure Investigation
 15. Emergency Action Plan
 16. Site-specific Medical Emergency Plan
 17. Hazard Communication Plan
- Attachments:

[Attachment A Dailey Report](#)

[Attachment B Accident Report](#)

[Attachment C Location of Emergency Services](#)

1. RESPONSIBILITY / IDENTIFICATION OF KEY LINE PERSONNEL

Executive Responsible for project:

- Executive in Charge;
- SR. Superintendent;
- Safety-Director; Alan Buzan (334)239-1613
- Site-Superintendent;

The above noted personnel have the authority for implementing the provisions of this program. All managers and supervisors are responsible for implementing and maintaining the SSSP Program in their work areas and for answering worker questions about the SSSP Program. A copy of this SSSP Program is available from each manager and supervisor.

2. SCOPE OF WORK EVALUATION

Description of work to be performed.

-

3. HAZARD/RISK/EXPOSURE ASSESSMENT

The major safety hazards/risks and exposures have been assessed as follows:

- Falling objects
- Working aloft
- Ladder/climbing
- Material handling
- Load noises
- Flammability

4. CONTROL MEASURES

The Standard Roofing Co. site staff will monitor the hazards/risks and exposures in accordance with this Safety Plan. The plan addresses the various hazards/risks and exposures, and the checklists and will bring any concerns or violations to the attention of the staff for correction. Unsafe or unhealthy work conditions; practices or procedures shall be corrected in a timely manner based on the severity of the hazard.

Minimum required protective equipment (PPE) would be:

- Eye protection
- Safety boots
- Hearing protection
- Gloves
- First aid kit
- Fire extinguishers
- Fall Protection

Personnel will be trained in the proper use and application of PPE.

5. PERIODIC INSPECTIONS

Periodic inspections will be performed according to the following schedule:

- When we initially establish our SSSP Program
- Daily
- When required by local regulators
- When new substances, processes, procedures or equipment, which present potential new hazards, are introduced into our workplace
- When new previously unidentified hazards are recognized
- When occupational injuries and illnesses occur
- When we hire and/or reassign permanent or intermittent workers to process, operations, or tasks for which a hazard evaluation has not been previously conducted; and
- Whenever workplace conditions warrant an inspection
- Four times a day by DSR

Periodic inspection consist of identification and evaluation of work place hazards utilizing applicable sections of the attached Hazard Assessment Checklist, the Dailey Report system, Safety Walks Four-Times A Day, Regular Visits By Our Safety-Director, Division-Manager, CEO, and any other effective methods to identify and evaluate workplace hazards.

6. DAILY SAFETY REPORT

The Dailey Report method will be utilized to identify work place hazards. A sample Dailey Report is included in [Attachment A](#). This is a daily checklist that all Standard Roofing Co. site staff is required to review on a daily basis. The Safety-Director, Division Manager, and Client's representative should be immediately notified of any potential safety issues.

7. COMPLIANCE REQUIREMENTS

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly. All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

Our system of ensuring that all workers comply with the rules and maintain a safe work environment includes:

- Informing workers of the provisions of our SSSP Program
- Evaluating the safety performances of all workers
- Recognizing employees who perform safe and healthful practices
- Providing training to workers whose safety performance is deficient
- Disciplining workers for failure to comply with safe and healthful practices.

8. WRITTEN PROGRESSIVE DISCIPLINARY PROGRAM

Non-compliance with Site Specific Safety Plan will result in disciplinary action provided for in the corporate discipline program.

9. HAZARD CORRECTION

Unsafe or unhealthy work conditions; practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- When observed or discovered
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition.
- Workers necessary to correct the hazardous condition shall be provided with the necessary protection; and

All such actions taken and dates they are completed shall be documented on the appropriate forms.

10. TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- When the SSSP Program is first established
- To all new workers
- To all workers given new job assignments for which training has not previously been provided
- Whenever new substances, process, procedures or equipment are introduced to the workplace and represent a new hazard
- Whenever the employer is made aware of a new or previously unrecognized hazard
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- To all workers with respect to hazards specific to each employee's job assignment.

Workplace safety and health practices for all locations are included, but are not limited to, the following:

- Explanation of the SSSP Program, Contractor's/Client's Safety Program, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work Practices, injuries and when additional instruction is needed
- Ensure proper Use of appropriate clothing, including gloves, footwear, and personal protective equipment
- Dailey Report System
- Required information about chemical hazards to which employees could be exposed and other hazard communication program information
- Availability of toilet, hand washing and drinking water facilities for impacted employees
- Provisions for medical services and first aid including emergency procedures
- In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

11. PROJECT SITE ORIENTATION

We orientate our workers about the following subjects:

- The employer's Code of Safe Practices
- Good housekeeping, fire prevention, safe practices for operating any construction equipment
- Safe working procedures for cleaning, repairing, servicing and adjusting equipment and machinery
- Safe access to all working areas
- Proper use of all power tools
- Guarding use of fixed rotating cutting equipment
- Materials handling
- Driver safety
- Traffic safety
- Slips, falls, and back injuries
- Working aloft
- Ladder safety
- Ergonomic hazards, including lifting techniques and working on ladders or stooped posture for prolonged periods at one time
- Personal protective equipment
- Respiratory equipment
- Hazards communication
- Client requirements
- Job site physical hazards, such as heat stress, noise, and ionizing and non-ionizing radiation
- Personal hygiene/ Blood borne pathogens and other biological hazards.
- Fall Protection/Fall prevention

12. EMPLOYEE COMMUNICATION SYSTEM

We recognize that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workforce.

The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and consists of the following items:

- Site Specific Safety Plan (SSSP)
- Workplace safety and health training programs

- Regular required weekly safety meetings
- Effective communication of safety and health concerns between workers and supervisors
- Posted or distributed safety information
- New worker orientation, required for all new employees.

13. RECORD KEEPING

We have taken the following steps to implement and maintain the following records to document our SSSP Program:

- Records of hazard assessment inspections, including the person(s) or persons conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions an work practices, are recorded on a hazard assessment and correction form; and

Inspection records and training documentation will be maintained according the following checked schedule:

- For three years, except for training records of employees who have worked for another employer
- For less than one year after termination of employment
- Other records are required by contract specifications and/or local regulations.

14. ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substances exposures include:

- Responding to the accident scene as soon as possible
- Reporting to Project Manager
- Reporting immediately to the appropriate Client point-of-contact
- Interviewing injured workers and witnesses
- Examining the workers for factors associated with the accident exposure
- Determining the cause of the accident/exposure
- Taking corrective action to prevent the accident/exposure from reoccurring and Recording the findings and corrective actions taken.

15. EMERGENCY ACTION PLAN

In the event an evacuation of the work site is necessary, it will be announced and all staff and visitors are to leave the area immediately and assemble at the pre-determined emergency meeting location.

The Supervisor (or acting supervisor) shall contact Project Manager, any time an emergency action plan has been enacted. The on-site Client Representative will also be contacted immediately.

16. SITE SPECIFIC MEDICAL EMERGENCY PLAN

In the event serious injury or illness occurs to a Standard Roofing Co. employee, he/she is to be taken immediately to: the nearest Emergency Medical Center. For minor injuries such as simple cuts, sprains, etc. The employee will be taken to:

nearest required medical treatment facility. If in doubt, assume the worst and transport the employee to: the nearest Emergency Medical Center. The on-site Client Representative shall be notified as soon as possible. In cases of serious injury or illness, the employee is to be sent immediately to the nearest hospital, by ambulance if necessary.

If the injury is the result of an accident on site then an Accident Report Form (refer to Attachment [B](#)) is to be filled out and submitted to the on-site Client representative.

Standard Roofing Co. employees MUST report all injuries or illnesses, as soon as possible, to the on-site supervisor, and the on-site Client Representative.

17. HAZARD COMMUNICATION PLAN

In order to comply with OSHA 1910.1200, Hazard Communications Standard, the following written Hazard Communication Program has been established for Standard Roofing Co.

This written program is available at the Cooperate office of Standard Roofing Company in Montgomery, AL for review by any interested employee.

1. Container labeling

A qualified employee shall verify that all in-coming containers received for use are clearly labeled to include:

- Content identification. (The identity of the contents must match corresponding MSDS.)
- Appropriate hazard warnings, (including routes of entry and target organs.)
- Name and St. address of the manufacturer

The supervisor of each area will ensure that all secondary containers (those containers other than the original) will be labeled with:

- Content identification. (The identity must match the corresponding MSDS.)
- Appropriate hazard warnings, (including route of entry and target organs)

2. Material Safety Data Sheets (MSDS)

A qualified employee will be responsible for obtaining and maintaining material safety data sheets for the company.

It is Standard Roofing Co. policy that when toxic or hazardous substances are received without an MSDS or the appropriate MSDS is not on file at Standard Roofing Co. that the chemical will not be accepted until such information is available.

A qualified employee will review incoming data sheets for new and significant health/safety information. They will see that any new information is passed on to the affected employees. If a MSDS is incomplete, they will request a new MSDS from the manufacturer/supplier. MSDS sheets are available to each employee during his/her work shift. To obtain a copy of the MSDS call the main office and a copy will be provided.

3. Employees Training and Information

The Standard Roofing Co. management team is responsible for our employee-training program, and will ensure that all elements specified below are carried out.

Prior to starting work each new employee of Standard Roofing Company will attend a health and safety orientation

and will receive information and training on the following:

- An overview of the requirements contained in OSHA Hazard Communication Standard 1910.1200
- Any operations in their work area where hazardous chemicals are present
- Location and availability of our written hazard program
- Physical and health hazards of the chemicals in their work area
- Methods and observation techniques used to determine the presence or release of toxic a hazard substances in the work area
- Measures employees can take to protect themselves from hazards in their workplace
- Including specific procedures the employer has implemented to prevent exposure to hazardous chemicals such as appropriate work practices, emergency procedures and personal protective equipment
- Explanation of the labeling system and what the label information means
- Explanation of MSDS sheets and how employees can use this information to educate and protect themselves.



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DAILY CHECKLIST / SUPERINTENDENT'S DAILY REPORT

Weather: _____ Date: _____

Job Name: _____ Location: _____

	Yes	No
Do ladders extend a minimum of three (3) feet above roof line and are they tied-off?.....	___	___
Warning lines used per OSHA standards?.....	___	___
Temporary roof openings covered and secured or barricaded?.....	___	___
Overhead utility lines noted and precautions taken to avoid contact?.....	___	___
Long sleeve shirts and long pants worn by all workers? / employees wearing boots? / safety glasses used when tearing-off?	___	___
Kettle man wearing proper attire? / kettle area roped-off? / fire extinguishers at kettle?.....	___	___
Hoist/chute in good condition?.....	___	___
Materials staged properly; lifting and carrying minimized?.....	___	___
Ropes/extension cords/cables, etc. in good condition?.....	___	___
Fire extinguishers charged and on roof?.....	___	___
All flammable liquid containers identified and UL or FM listed?.....	___	___
Warning signs posted in building?.....	___	___
Interior inspection conducted and existing damage documented?.....	___	___
Arrangements made with owner to protect equipment/materials near work area?.....	___	___
Crew following company policy regarding tie-ins? / crew have emergency tarps?.....	___	___

EQUIPMENT & MATERIALS RECEIVED	PROBLEMS / DELAYS / CONCERNS
REMARKS (Items delaying progress, verbal instruction from A&E, list of visitors, etc.) * Note name of any person giving verbal instructions	

Signature: _____

Office – White

Customer Copy – Yellow

Field Copy - Pink

Attachment: B

Accident Investigation Report

The unsafe acts of people, and the unsafe conditions that cause accidents, can be corrected only when they are known specifically. It is your responsibility to **identify** them and **correct** them. This report and investigation **must be completed within 24 hours of the accident**. The employee involved and his/her supervisor should cooperate to complete all the information requested. Please use additional paper as necessary.

PART I - General Information: Agency Location Code _____ Dept/Area _____

Name of Injured _____ Social Sec. # _____

PART II – Employee's Description of Accident (What Happened ?)

Day / Date of Accident _____ Time ____ Exact Location _____

When was supervisor notified? _____ Who did you report the accident to ? _____

Job or Activity at Time of Accident: _____

Describe the Accident: _____

Describe the Injury and body part(s) affected: _____

Names of **on duty** supervisor and any **witness(es)**: _____

Employee Signature: _____ Phone # _____ Date: _____

(I certify that the information provided above is true and complete.)

PART III – Supervisor's Investigation of the Accident: If you do not agree with the employees report, notify your Human Resources Manager and / or the Office of Workers Compensation immediately, and provide details with this report.

A. Describe any UNSAFE Acts: _____

B. Describe any UNSAFE Conditions : _____

C. Identify the Cause(s) of the Accident : _____

Attachment: B

Accident Investigation Report

PART IV - Corrective Action Taken

(What have you done or what do you recommend to prevent a recurrence of a similar accident ?)

Has it been done ? _____ If not, give reason _____

PART V – Accident Analysis Details

Severity of Injury / Damage:

- Fatality Lost Workdays Medical Treatment (off premises) First Aid (On site)
 Significant Property Damage

Panel of Physicians List Provided to Employee Yes – Attach Copy to this report No

Employment Category:

- Regular, Full-time Regular, Part-time Temporary Contractor Other: _____

Time in Occupation at time of accident:

- Less than 6 months 6 mos. to 2 years 2 to 5 years More than 5 years

Work Shift at time of accident:

- Day Shift Evening Shift Night Shift

Prepared by: (Name & Title)	Work Phone #:	Date Report Prepared:
Reviewed by: (Name & Title)	Work Phone #:	Date Report Reviewed:

Follow – up Action:

Location Of Emergency Services

Location of local emergency services(Fire Department, Police Department, Ambulance, ETC.

University Police Department

Phone numbers of all listed above and any others as needed.

911
