

Safe Work Procedure: Working on Flat Roofs

Department/Area:	Approved by:	Date Created:	Review/Revision Date:
Maintenance/Custodial	Workplace Safety and Health Committee	February 20, 2024	Annually

Potential Hazard	Risk level
Awkward/sustained postures	Medium
Forceful exertions	Low
Repetitive movements	Medium
Sharp points/edges	Low
Pinch points – fingers caught	Low
Materials falling	High
Surfaces causing falls	Medium
Moving machinery	Low
Chemicals	Low
Electrical	Low
Extreme heat/cold	High
Noise	Medium
Risk of falling	High

Risk control devices, personal protective equipment, and other safety considerations	Training/Reference info
<ul style="list-style-type: none"> • Approved safety footwear • Communication device (cellphone, two-way radio) 	<ul style="list-style-type: none"> • Task-specific safe work procedures (SWPs) for roof work • Ladder use • Building/Roof plans • Fall protection

Note: Common signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

The direct supervisor must ensure that employees who report to him/her are trained and follow this safe work procedure.

Steps to complete this task safely:

1. Before going on the roof, inform your co-workers about your intent and the time you plan to work on the roof.



2. Ensure you have a communication device (cellphone, two-way radio), and prepare the tools, PPE, and supplies you need to perform the work task.
3. Use Ladder Safety Safe Work Procedure when climbing on the roof ladder.
4. Perform the work task in a safe manner.
5. Ensure that you take all the tools and supplies when leaving the roof.
6. Lock the roof hatch and decline on the ladder.
7. Let your co-worker know when you have safely left the roof.

DO NOT:

- Approach closer than 3 meters (10 feet) to the edge of the roof.
- Throw anything off a roof.
- Enter on the roof in high wind/thunderstorm weather conditions.
- Leave any materials or tools on the roof.

Preventing Materials from Falling

If materials, tools, equipment or other items used while working are thrown from or fall from a roof they can cause serious injury to people on the ground or serious damage property. The following steps are to taken when ever necessary in order to minimize the risk associated with materials, tools, etc. falling from a roof:

- Never throw anything off a roof.
- Use enclosed rubbish chutes, or lower materials, etc. to the ground.
- Use nets, toe boards, barriers, etc. to prevent material from falling off a roof.
- Keep the work area tidy and do not allow materials to accumulate especially near and unguarded roof edge.
- Materials, etc. on the roof must be stored in safe locations well away from the roof edge and control zone. Extra precautions should be taken in windy conditions.
- Prevent access to danger areas underneath where roof work is being done.
- If necessary use debris netting, covered walkways or similar safeguards to stop falling material from causing injury or damage.
- Use mechanical handling / lifting devices to raise heavy items up to a roof and reduce the risks associated with manual handling.