144 Main St.
Baileyville, Maine

Valid for 24 hours after printing: 1/7/2025 2:18 PM

Roof Safety Procedure

Document No: SAF/ROOF
Issue #: 1
Date of Issue: 02/01/2016
Effective Date: 02/01/2016
Updated: 05/10/2019
Reviewed: 02/16/2023

Authorized By:

Brandon Ireland, Safety Manager

USE OF DOCUMENT

The master copy of this document resides in electronic format on WP & SCT's intranet. Printed copies of this document are for convenience only. Verify that the issue number of this document matches the current issue number of the electronic master document before use.

Table of Contents

1. Purpose
2. Scope
3. Responsibilities
4. Procedure
5. Distribution

1. Purpose

To protect employees and contractors from exposure to falls and unsafe conditions when they are accessing the roof.

2. Scope

This procedure is vital to everyone's safety when accessing the roof(s) and will be enforced in all departments as a uniform practice.

3. Responsibilities

a. The Maintenance Manager is responsible for:

- Determining the condition of the roof decks and safe working loads.
- Identification and evaluation of safety hazards as they relate to the roofs in the mill.
- Maintaining the roof survey file.

b. The Safety Manager is responsible for:

- Working with the Maintenance Manager and the Materials Facility and Service Manager from Woodland Pulp to identify and evaluate the hazards associated with the roofs in the mill.
- Determining the level of fall protection required when accessing a roof.
- Providing training for all SCT employees around the safety issues from accessing the roofs and discussing the safety equipment needed to access the roofs.

c. The Team Leaders / Supervisors are responsible for:

- Being aware of the conditions of the roofs in their working areas
- Ensuring that all their team members are completely knowledgeable of the requirements and PPE needed for accessing the roofs

d. Employees and Contractors are responsible for:

- Obtaining permission from the appropriate person before accessing any roof.
- Using the appropriate fall protection, where required, and as directed by the Safety Manager.

4. Procedure

a. Danger signs with instructions at access points of the roofs will describe the precautions, such as PPE, to be used while doing any inspections or repairs to the roofs.

b. Employees who have business and authorization to inspect or perform any necessary work to the roofs, or who have equipment attached to the roof, will use all precautions and required PPE while doing the inspection or repairs on the roof(s).

c. Access by authorized personnel onto roofs that do not require danger warning signs shall be limited and controlled by the Mill Manager or designee.

d. Walkways are installed on certain roofs and must be used by all who travel on roofs to do inspections, check equipment, or take necessary readings on a regular basis.
   i. Access to roof areas from these walkways may require a safety harness and ropes, particularly roofs with known weak roof decks and roofs without perimeter handrails.

e. Roofs equipped with handrails and that have sound roof decks will not require the use of safety harnesses.

5. Distribution

- SCT Intranet

- WP Intranet