

Tool Box Meeting
Hazard Assessment Form and Controls

Project: Roof Inspection <input type="checkbox"/> Roof Work <input type="checkbox"/> Inside Work <input type="checkbox"/>		Contractor:		
Location:		Date:		
Signature of Trainer:				
Hazards Identified or issues discussed.	Hazard Rating	Recommended Controls taught	Signature of Worker trained	Printed Name of Worker trained
Falling over edge or roofs.	A	Any Worker inside the 2M zone around all roof perimeters shall wear an approved fall protection harness c/w shock absorber which is secured to an approved safety anchor or fall protection system. Worker to be secured in "travel restraint" mode whenever possible by using rope grabs.		
Use of ladder to access roofs.	A	(1) Ladder to be inspected for damage before each use. (2) Any ladder with damaged parts to be taken out of service. (3) Ladder feet to be set on a dry, level surface. (4) Ladder to be set 1 ft. out from wall for every 4 ft. in height. (5) Ladder to extend a minimum of 3 ft (.91M) above top edge of roof. (6) Ladder to be properly secured to prevent movement from side to side. (7) Workers to travel ladder with 3 point contact at all times.		
Torches used on roof to weld roof system.	A	All workers operating torches shall have one 20lb. ABC fire extinguisher within 10M of the work area. A 2 hour fire watch is to be conducted at the end of torching each day by one worker. Any hot spots to be opened, repaired, and Supervisor advised.		
PPE for all workers	A	Workers shall wear approved PPE such as safety hat, boots, glasses, gloves, vest, and any other PPE required for the work being completed.		
Slippery roof surfaces.	A	Remove ice or water from roof and keep surfaces as dry as possible. Secure yourself to anchor or FPS when inside 2M zone at all times.		
No "Horseplay" on roof.	A	Workers are not to engage in any type of "Horseplay" on the roof that may cause any type of safety hazard. Workers will be subject to dismissal if engaging in this type of behaviour on the roof or for not complying with above work rules.		

Hazard ratings: A = Hazard must be controlled before work begins.
 B = Hazard must be controlled within 2 days.
 C = Hazard must be controlled within 1 week.