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| **Name of Safe Job Procedure**  | **Roof Tear Off** | **SJP #** | 00-0\_\_  |
| **Hazard Rating:** |[ ]  High |[ ]  Moderate |[ ]  Low |
| **Date Developed:** | Enter Date Here | **Revision Date:** | Enter Date Here |
| **Reviewed by:**(name & title) | Add name of Management representative | **Date:** | Enter Date Here |
| **Reviewed by:** (name & title) | Add name of worker representative.  | **Date:** | Enter Date Here |

**Instructions:**

* Management and Worker representatives must review this safe job procedure (SJP) prior to implementation, annually, or any time the task, equipment, or materials change.
* Do NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor.

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| **Required Training:** * Fall Protection Training
* Equipment operation training- power sweeper, roof cutter
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**Required PPE:**

|[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
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| Eye Protection | Face-Shield | Safety Footwear | Hearing Protection | Type of Gloves | Hard Hat | Protective Clothing | No Loose clothing, jewelry  |

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| **Potential Hazards:** **Falls from Height*** Ensure the fall protection plan has been developed and reviewed
* Ensure all guardrails are in place and inspected
* Wear fall protection equipment when working at the edge

**Flying Debris*** Ensure other workers are out of the line of fire when sweeping or blowing materials
* Wear proper gloves, clothing, and face protection

**Strains*** Use proper lifting and carrying techniques as described in the manual material handling safe work practice
* Do not overreach
* Cut materials into manageable pieces for removal
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| **Pre-Task Safety Checks** * Ensure the fall protection plan has been developed as required
* Ensure all guard rails are installed and secure
* Ensure all sources of flame have been extinguished
* Delineate the dump zone
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| **Job Steps*** Plug any roof drains that may get gravel in them.
* Identify any protrusions through the roof, such as plumbing vents or rooftop unit (RTU) electrical/gas connections, while tearing off.
* Push the gravel into "windrows" with scoops, loading it into wheelbarrows and dump it off the roof into a truck.
* Continue sweeping the gravel into piles or windrows with a power broom until all the loose gravel has been removed
* Remove old sheet metal flashings and dump into a bin designated for metal scrap, or store it out of the way and in a way so that they will not blow away.
* Determine how much roof will be completed that day and be sure no one damages the roof outside that area.
* Start to tear up using a spade to dig into the roof surface. If the material is thick, a roof cutter may be used to cut it into reasonably sized pieces. A pascal may be useful if more leverage is needed to pry up stubborn areas.
* Load the old roofing into wheelbarrows and dump the material off the roof into a truck. If the dump zone is blocked with caution tape or another type of obstruction, do not dump; it is likely the truck has moved, or someone is in the truck. Always check with others before removing such barriers.
* Sweep the remaining roof deck to prepare for roofing. Dump any remaining debris into the truck.
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