

SAFETY COMPENDIUM – ROOFS

The photographs at the right were taken during recent building inspections at two postal facilities. The regular inspection of facility roofs is the responsibility of installation heads/building managers. Rules and regulations for conducting these inspections are found in the following documents:

- MS-1, Operation and Maintenance of Real Property handbook. The Postal service has prepared an inspection checklist,
- ERM-06-09-2001, Working Safely on Roofs;
- PS Form 8027, Semiannual Roof Maintenance Inspection Checklist.

Basically, the requirements are summarized below.

Facility roofs are to be inspected semiannually. This is a visual inspection of the roofing system and correction of minor defects. This includes the cleaning roof drains and gutters.

Check the outside walls for evidence of moisture penetration.

Check the condition of ceilings, walls, etc., on all top floors looking for indications of leaks, damage, paint peeling, etc.

Check roof edges, parapet wall, flashings, etc, for bad caulking, open joints, expansion cracks, and damage.

Clean all trash and debris from gutters.

Check expansion and control joints for damage.

Check all roof penetrations for damage or problems (Air ducts, fans, support steel, pitch pockets, etc.)

Clean all trash and debris from drains and check each drain for proper drainage, tightness, gravel stop, etc. Carefully inspect roof mat around each drain.

Check roof condition for any damage, exposed roof felts, blisters, loss of flood coat or aggregate, soft spots, boils, alligating, etc.

During annual safety and health inspections, the safety and health office should verify that the semiannual roof inspections are being conducted by reviewing the completed PS Form 8027 and conducting a visual check of the roof.

The policy for working on postal facility roofs is clearly explained in ERM-06-09-2001). Below are key points:

- Access to all roofs must be strictly controlled. Only trained employees authorized to perform specific tasks are to be allowed roof access.
- Work at unprotected roof edges must be performed from ladders, scaffolds, or aerial lifts whenever possible.
- Job Safety Analyses (JSA) must be prepared for all routine tasks performed on roofs.
- Employees must be trained and advised to remain more than 6 feet from unguarded roof edges unless a specific task must be performed within 6 feet. If a task must be performed within 6 feet, the employee must be observed and advised by a monitor competent to recognize fall hazards.
- Managers must coordinate with contractors working on roofs in accordance with existing postal policy (consult the Safety and Health Program Evaluation Guide and Handbook EL-800, Managing *Contract Safety and Health Compliance*).

