

# Roof Work Safety Checklist

## General Information

Project Name/Address: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Weather Conditions: \_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_

## Pre-Work Safety Checks

### Personal Protective Equipment (PPE)

- Hard hat
- Safety glasses or face shield
- High-visibility vest or clothing
- Safety gloves
- Non-slip, protective footwear
- Fall protection harness and lanyard

### Tools and Equipment

- Inspect ladders and scaffolding for defects
- Ensure all tools are in good working condition
- Check electrical tools for proper grounding and insulation
- Verify first aid kit availability and accessibility

### Fall Protection

- Secure anchor points for fall arrest systems
- Inspect harnesses, lanyards, and lifelines for wear and damage
- Ensure guardrails or safety nets are in place where required
- Use rope grabs and positioning devices appropriately

### Site Preparation

- Clear debris from work area
- Set up and secure ladders and scaffolds properly
- Identify and mark any roof hazards (e.g., skylights, loose shingles)
- Ensure there is proper lighting if working in low-light conditions

## **During Work Safety Checks**

### **Ladder Safety**

- Always maintain three points of contact when climbing
- Ensure ladders are on a stable, level surface
- Do not overreach; move the ladder instead

### **Roof Safety**

- Use designated access points to get on and off the roof
- Keep the roof clear of unnecessary tools and materials
- Be aware of your footing and surroundings at all times
- Work in pairs or teams to ensure safety monitoring

### **Tool Usage**

- Use tools as intended by the manufacturer
- Ensure power tools are properly grounded
- Keep tools and materials organized to prevent tripping hazards

### **Material Handling**

- Lift materials using proper techniques to avoid strain
- Store materials securely to prevent them from falling or causing obstruction
- Use appropriate lifting equipment for heavy materials

### **Weather Monitoring**

- Cease work in the event of high winds, rain, or lightning
- Ensure work area is dry to prevent slipping

## **Post-Work Safety Checks**

### **Site Cleanup**

- Remove all tools and materials from the roof
- Clear debris from the site and dispose of properly
- Ensure all ladders and scaffolds are dismantled safely

### **Equipment Check**

- Inspect all equipment for damage after use
- Report and tag damaged equipment for repair or replacement

## Fall Protection

Store harnesses, lanyards, and other fall protection gear properly  
Document any incidents or near-misses related to fall protection

## Final Inspection

Conduct a final walk-around to ensure all safety protocols were followed  
Report any safety concerns or issues to the supervisor

## Sign-Off

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_