

**Navy Public Works Center  
Detachment Philadelphia**

**STANDARD OPERATING PROCEDURE**

**Roofing Operations**

**PROCEDURE NUMBER 500.34**

**DISCLAIMER:** These Standard Operating Procedures (SOP) are for the exclusive use of NAVY PUBLIC WORKS CENTER (PWC) NORFOLK DETACHMENT PHILADELPHIA. They are promulgated as guidance for other NAVFAC COMMANDS. If intended to be used by other Activities, they must be tailored to each Activities particular requirement and must be reviewed/approved by the activities Safety Professionals prior to use.

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***Prepared By:*** \_\_\_\_\_ ***(Date)***

***Approved:***

***Code 030*** \_\_\_\_\_ ***(Date)***

***Safety Professional:*** \_\_\_\_\_ ***(Date)***

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***Officer in Charge*** \_\_\_\_\_ ***(Date)***

**Last Revised: 08/26/02**

**Standard Operating Procedure**  
**Roofing Operations**  
**Procedure Number 500.34**

**Purpose:**

This SOP is to be use in roofing operations. It will be use to familiarize workers with the proper roofing procedures and safe work practices involved in roofing operations.

**References:**

1. 29 CFR 1926
2. 29 CFR 1910
3. PWCNOVAINST 5100.33F
4. SOP # 3 Ladders
5. SOP # 14 Fall Protection

**Tools and Equipment:**

1. Hard Hat
2. Safety Glasses
3. Safety Shoes
4. Ear Plugs
5. Face Shield & Goggles
6. Apron
7. Gloves
8. Safety Harness

**Procedures:**

**1. Planning Safe Roof Work,**

- a. The nature of the work to be accomplished and the workers physical fitness.
- b. Access fall hazards, including ladder use and stability.
- c. Through the roof fall hazards (e.g. openings, skylights, deteriorated structures).
- d. Material handling access area fall hazards.
- e. Unused stresses from proposed lifting procedures and movement of materials to and from secured areas with fall-free access.
- f. Emergency action plan.
- g. Positive fall protection options to suit specific work.
- h. Training of all roofing personnel to meet OSHA requirements and proper use of fall protection.

**2. Low Sloped Roofs:**

Each employee engaged in roofing activities on low sloped roofs (**4 in 12Vertical to Horizontal**) with unprotected sides and edges 6 feet or more above lower levels **must** be protected from falling by a guardrail system, safety net systems, or personnel fall arrest system.

### **3. Steep Roofs**

Each employee on a steep roof with unprotected sides and edges 6 feet or more above lower levels must be protected with a guardrail system, which includes toe-boards, a safety net system, or personal fall arrest system.

### **4. Hoist Area**

Each employee in a hoist area must be protected from falling 6 feet or more by guardrail systems or personal fall arrest system. If guardrails or portions of guardrails are to be removed to facilitate hoisting operations, as during the landing of materials, and a worker must lean through the access opening or out over the edge of the opening must be protected by a personal fall arrest system.

### **5. Roof Openings and Skylights**

- a. A guardrail system or cover must be installed around or over all roof openings including skylights.
- b. If work is to be accomplished in which an opening is required to be made through the roofs the following must occur,
  1. The customer will be notified and all affected personnel will be relocated and the area secured.
  2. All equipment and furnishings will be protected from any possible damage.
  3. When the job assignment runs pass your normal work shift the roof opening must be protected and secured from any possible water entry into the area below.

### **6. Roof Anchor System**

- a. Personal roof anchor systems are located in the tool room Bldg 643.
- b. Each employee attempting to use this device **must** be properly trained in the requirements and limitations of this device.

### **7. Hot Tar Kettle Operations**

- a. A hot work permit is required for all hot tar kettle operations.
- b. Tar pots, kettles, or similar devices will not be operated inside, on the rooftop or with in 25 feet of any building structure.
- c. A qualified person must constantly attend the tar kettle.
- d. Mops, brushes and other application devices shall be stored in an area approved by the fire department.
- e. A Minimum of two 20 pound BC Dry Chemical fire extinguisher must be provided in the following areas,
  1. The Tar Kettle
  2. The area of the Tar Applications.

**NOTE: All employees working with hot tar kettles must be trained and fully knowledgeable of the manufacturer's safety and operating procedures.**

