



2025

Safety Handbook
Commercial & Residential
Roofing

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1. Introduction

Welcome to **10 Men LLC**! Our commitment to safety is fundamental in every project we undertake, whether in commercial or residential roofing. We recognize that our work can involve inherent risks, and we believe that safety is a shared responsibility among all employees.

This handbook serves as a comprehensive guide to our safety procedures and regulations. It is designed to ensure that every team member understands their role in fostering a safe work environment. By adhering to these guidelines, we can reduce the risk of accidents and enhance the overall efficiency of our operations.

Safety is a continuous process that goes beyond compliance with regulations; it involves proactive measures, ongoing training, and effective communication. Each employee is encouraged to actively engage in safety practices and contribute to our safety culture. Together, we can create a workplace where everyone returns home safely.

2. Company Safety Policy

At **10 Men LLC**, we prioritize a "**Safety First**" culture. This philosophy is the cornerstone of our operations and drives our commitment to ensuring a safe and healthy work environment for everyone.

Expectations:

- **Adherence to Standards:** Every employee is expected to follow OSHA standards as well as our internal safety protocols. This includes understanding the specific safety measures relevant to their role and the tasks they perform.
- **Proactive Engagement:** Employees should proactively identify potential hazards and communicate them to supervisors. The safety of our work environment relies on each individual's dedication and vigilance.
- **Continuous Improvement:** We believe that no job is so urgent that we cannot take the necessary time to complete it safely. Safety procedures will be regularly reviewed and updated based on feedback and observations from the worksite.
- **Commitment to Each Other:** Safety is not just a policy; it's our commitment to one another. Working together, we must foster a supportive atmosphere where all employees feel empowered to speak up about safety concerns.

By adhering to our safety policy, we can ensure that everyone contributes to a culture of safety, allowing us to perform our work effectively while minimizing risks.

3. OSHA Safety Regulations Overview

At **10 Men Roofing**, we are committed to complying with all **OSHA 1926 Construction Standards** to ensure the safety and health of our employees. Adhering to these regulations helps prevent injuries and promotes a culture of safety on the job site. Below are key points from OSHA regulations that are particularly relevant to our operations:

- Fall Protection (1926.501)

- **Overview:** Falls are one of the leading causes of workplace injuries and fatalities in construction. To mitigate these risks, OSHA requires fall protection measures for any employees working at heights of 6 feet or more.
- **Requirements:**
 - Appropriate fall protection systems must be used, such as guardrails, safety nets, or personal fall arrest systems (PFAS).
 - All employees must be trained on how to use fall protection equipment properly and recognize potential fall hazards.
 - Regular inspections of fall protection equipment are mandatory to ensure their effectiveness and compliance with safety standards.

- Ladders (1926.1053)

- **Overview:** Ladders are commonly used in the construction industry but can pose significant risks if used improperly.
- **Requirements:**
 - Ladders must be rated to support at least four times the maximum intended load.
 - Employees must inspect ladders before use to ensure there are no defects, such as broken rungs or loose components.
 - Ladders should be positioned on stable and level surfaces, and employees must maintain three points of contact while climbing.

- Scaffolds (1926.451)

- **Overview:** Scaffolding provides a temporary working platform for employees at elevated heights. Improper scaffolding can lead to serious accidents.
- **Requirements:**

- Scaffolds must be fully planked and equipped with guardrails when the work height exceeds 10 feet.
- Employees must be trained on the proper assembly and disassembly of scaffolds, along with the risks associated with their use.
- Regular inspections must be conducted by qualified personnel to ensure structural integrity and safety.

- Hazard Communication (1926.59)

- **Overview:** Effective communication about hazardous materials is crucial to ensuring employee safety.
- **Requirements:**
 - Safety Data Sheets (SDS) must be accessible for all hazardous materials used on site, offering detailed information about the properties, hazards, and safe handling practices of each material.
 - Employees must receive training on how to read and interpret labels and SDS, including understanding chemical hazard classifications.
 - A system must be in place to manage and store hazardous materials properly to prevent exposure or accidents.

- Personal Protective Equipment (1926.28)

- **Overview:** Providing appropriate PPE is a fundamental aspect of workplace safety.
- **Requirements:**
 - Employers must assess the workplace for hazards and provide necessary PPE to employees free of charge. This includes hard hats, gloves, goggles, and other gear as needed.
 - Employees must be trained on the correct use, maintenance, and limitations of PPE.
 - Regular checks must be carried out to ensure that all PPE is in good condition, properly fitted, and replaced when necessary.

Additional Resources

For more detailed information on these regulations and others, please visit the official OSHA website: www.osha.gov.

4. General Worksite Safety Rules

Ensuring safety on the job site at **10 Men Roofing** involves following established procedures and maintaining a professional attitude. The following rules are essential for fostering a safe work environment:

- Arrive Fit for Duty and On Time

- **Definition:** Employees must show up ready to work, physically and mentally prepared for the tasks ahead.
- **Requirements:** Avoid reporting to work under the influence of drugs or alcohol and ensure adequate rest to prevent fatigue. If you are feeling unwell or unable to perform your duties safely, you must inform your supervisor immediately.

- Attend Daily Toolbox Talks

- **Definition:** These meetings are essential for discussing safety practices, job-specific hazards, and updates.
- **Requirements:** Attendance is compulsory. Arrive on time and actively participate in discussions. Engage with colleagues to share experiences and solutions to enhance overall safety awareness. Questions and concerns raised during toolbox talks should be addressed and recorded.

- Wear Appropriate PPE

- **Definition:** Personal Protective Equipment (PPE) is designed to minimize risks and protect from injuries.
- **Requirements:** Always wear designated PPE, including hard hats, gloves, safety glasses, and any additional gear required for the specific job. Ensure that all equipment is well-maintained and fits properly. If PPE is damaged or not available, report it to your supervisor and do not proceed until you have the correct gear.

- No Horseplay or Unsafe Behavior

- **Definition:** Engaging in horseplay or any unsafe actions can lead to accidents and injuries.
- **Requirements:** Maintain a professional demeanor while on the job site. This includes refraining from joking, wrestling, or distracting others at work. Focus on the task at hand, and remind colleagues to do the same if you observe unsafe behavior.

- Obey All Warning Signs and Instructions

- **Definition:** Compliance with safety signs, symbols, and supervisor instructions is crucial for maintaining safety on site.
- **Requirements:** Pay attention to posted warning signs, such as “Caution,” “Danger,” or “Hard Hat Area,” and follow instructions readily. Consult your supervisor for clarification if you do not understand any signage or instructions.

- Maintain a Clean and Organized Work Area

- **Definition:** A tidy work environment reduces the risk of accidents and hazards.
- **Requirements:** Keep workspaces free of clutter, tools, and materials that may create tripping hazards. Clean up spills immediately and store tools properly after use. Regularly inspect the work area to ensure cleanliness and safety.

- Report All Hazards Immediately

- **Definition:** Prompt reporting of unsafe conditions helps prevent accidents and injuries.
- **Requirements:** Immediately inform your supervisor of any potential hazards, including equipment malfunctions, unsafe practices, or environmental risks. Follow up to ensure that reported issues are addressed and resolved. If the supervisor is unavailable, report to another designated authority.

5. Personal Protective Equipment (PPE)

At **10 Men LLC**, the safety and health of our employees are paramount. Properly equipped workers are essential to minimizing risk and injury on the job. All employees must wear the following personal protective equipment (PPE) at all times while on the job site:

- Hard Hats

- **Purpose:** Designed to protect against head injuries from falling objects, bumps, and electrical shock.
- **Requirements:** Employees must wear hard hats that meet ANSI Z89.1 standards. Ensure the hard hat fits properly and is worn at all times in designated areas.

- Non-Slip, Steel-Toe Boots

- **Purpose:** Protects the feet from heavy falling or rolling objects, as well as puncture wounds from sharp objects on the ground.
- **Requirements:** Boots must have a steel toe and be made of non-slip material to prevent falls on slick surfaces. Employees should check their footwear regularly for wear and tear.

- Safety Vests

- **Purpose:** Enhances visibility, particularly in low-light conditions or when working near vehicular traffic.
- **Requirements:** Employees must wear high-visibility safety vests that meet ANSI standards during all outdoor work and in any area where visibility may be compromised.

- Gloves

- **Purpose:** Provides hand protection against cuts, abrasions, chemicals, and other hazards.
- **Requirements:** The type of gloves will depend on the specific task. For instance, cut-resistant gloves should be used when handling materials with sharp edges, while rubber gloves may be necessary for handling chemicals. Employees should ensure gloves are in good condition and replace them if damaged.

- Eye Protection

- **Purpose:** Protects against particles, chemical splashes, and harmful rays when working.

- **Requirements:** Safety glasses or goggles must be worn when working in environments where there is a risk of flying debris, chemicals, or bright lights (such as welding). Employees should use appropriate eyewear that meets ANSI Z87.1 standards.

- Hearing Protection

- **Purpose:** Mitigates the risk of hearing damage or loss in high-noise environments.
- **Requirements:** Employees must wear hearing protection, such as earplugs or earmuffs, in areas where noise levels exceed 85 decibels. Ongoing monitoring of noise levels and periodic hearing tests will be conducted.

- Fall Arrest Systems

- **Purpose:** Prevents serious injury or death in the event of a fall from height.
- **Requirements:** When working at heights greater than 6 feet, employees must use fall arrest systems, including harnesses, lanyards, and anchors that comply with OSHA regulations. Regular inspections of fall protection equipment are mandatory to ensure they are in proper working condition.

6. Ladder & Fall Protection Guidelines

At **10 Men LLC**, ladder safety and fall protection are critical to our safety program. Proper use of ladders and fall protection systems helps reduce the risk of injuries. Employees must adhere to the following guidelines:

- Inspect Ladders Before Use

- **Purpose:** Identify potential hazards such as defects or damage.
- **Requirements:**
 - Check for loose rungs, bent parts, and overall integrity.
 - Ensure ladders are clean and free from oil, mud, or debris.
 - Document and report any defective ladders for repair or removal.

- Maintain Three Points of Contact

- **Purpose:** Enhances stability and reduces fall risk.
- **Requirements:**
 - Always have two hands and one foot (or two feet and one hand) on the ladder when climbing.
 - Use a tool belt for carrying items; hoist tools up when on the ladder.
 - If reaching for something, reposition the ladder closer rather than overreaching.

- Do Not Overreach

- **Purpose:** Prevent shifting your center of gravity.
- **Requirements:**
 - Keep your body centered between the ladder's rails; do not lean excessively.
 - Reposition the ladder to maintain safety if reaching beyond its side.
 - Ensure multi-purpose ladders are set up stably for safe movement.

- Fall Protection Required

- **Purpose:** Prevents serious injuries while working at heights.
- **Requirements:**

- Employees at heights over 6 feet must use fall protection equipment (harnesses, lanyards) that meets OSHA standards.
- Inspect fall protection systems before use and adapt them to your task.
- Training on the proper use and limitations of fall protection equipment is mandatory.

- Inspect Anchors, Harnesses, and Lanyards

- **Purpose:** Ensures reliability and safety.
- **Requirements:**
 - Check fall protection gear for wear, fraying, and damage before each use.
 - Ensure anchors for fall arrest systems are secure and robust.
 - Use a checklist for inspecting harnesses and lanyards; report any concerns immediately.

Additional Best Practices

- **Training:** All employees must receive training on ladder safety and fall protection.
- **Work Area Awareness:** Be vigilant about your surroundings, including electrical hazards.
- **Incident Reporting:** Report any incidents involving ladders or fall protection gear to supervisors, regardless of injury.

By following these guidelines, we can minimize fall risks and enhance safety at **10 Men LLC**

7. Roofing Site Procedures

Safety and efficiency depend on strict procedures. At **10 Men Roofing**, we emphasize the following protocols:

- Secure Tools and Materials

- **Purpose:** Loose tools can create hazards or fall from heights.
- **Requirements:**
 - Secure tools with lanyards or tool belts when working at heights.
 - Store materials on stable platforms, avoiding placement near roof edges.
 - Regularly check that tools are stowed properly and equipment is secured.

- Avoid Leaving Materials Near Edges

- **Purpose:** Prevent items from falling off edges to protect workers and bystanders.
- **Requirements:**
 - Keep materials at least 6 feet back from edges.
 - Use barricades or warning signs to mark no-go zones.
 - Train employees on maintaining spatial awareness and a clutter-free workarea.

- Use Spotters

- **Purpose:** Spotters help mitigate risks during operations requiring focus.
- **Requirements:**
 - Assign spotters for unloading materials and operating heavy machinery.
 - Establish communication methods, such as hand signals or radios.
 - Spotters should maintain a clear line of sight and be trained to recognize hazards.

- Monitor Weather Conditions

- **Purpose:** Weather changes can pose safety risks.
- **Requirements:**
 - Continuously monitor weather forecasts before and during work.

- Cease work if conditions become unsafe, such as rain or high winds.
- Train employees to recognize signs of deteriorating weather and when to seek shelter.

Additional Best Practices

- **Communication:** Maintain open communication about procedures and changes.
- **Daily Assessments:** Conduct daily safety checks before work begins.
- **Emergency Procedures:** Familiarize all employees with emergency protocols for inclement weather.

By adhering to these procedures, we enhance safety and efficiency at **10 Men Roofing**.

8. Forklift Certification & Use

At **10 Men Roofing**, safe forklift operation is essential. All employees must adhere to the following guidelines:

- Forklift Certification

- Most forklift operators are required to be certified for **3 years**. Recertification is necessary to comply with OSHA standards.

- Inspection Required

- Operators must inspect forklifts daily before use, checking for damage and ensuring safety features are functional. Any issues must be reported immediately.

- Load Stability

- Assess load stability before lifting. Ensure loads are balanced and secured to prevent tipping.

- Rated Capacity

- Never exceed the forklift's rated capacity. Operators should know the load weight to stay within safe limits.

- Use Spotters

- Designate spotters in tight areas or near pedestrian traffic to enhance safety. Clear communication signals must be established.

- Refresher Training

- Refresher training is required after accidents or near misses. Keep up to date with any new protocols.

Forklift Safety Training

- A **forklift operator test** is mandatory for each employee.
- Hands-on training is provided, along with an evaluation checklist to ensure safe operation.

Note: Please see attached employee certification cards for verification of certifications.

9. Emergency Procedures

In Case of Injury:

- **Notify the Site Supervisor Immediately:** Quick communication can save lives.
- **Administer First Aid if Trained:** Provide immediate care within your training limits.
- **Call 911 if Necessary:** For serious injuries, don't hesitate to seek emergency medical assistance.
- **Complete an Incident Report:** Document the situation as per guidelines.

In Case of Fire or Severe Weather:

- **Evacuate Calmly:** Follow the nearest exit routes to evacuate to the designated meeting area.
- **Await Further Instructions:** Listen for additional directions from the foreman.

Emergency Contacts:

- **Fire/EMS:** 911
- **Site Supervisor:** Esaul Jimenez
- **Office:** 402.991.0048

10. Daily Toolbox Talks

At **10 Men Roofing**, daily toolbox talks are an essential part of our safety culture. Conducted each morning before work begins, these talks provide an opportunity to discuss critical safety topics relevant to our operations.

Focus Areas:

- **Fall Protection Standards:**
 - Discussions will emphasize the importance of fall prevention measures, including the use of personal fall arrest systems (PFAS) and proper ladder safety. Employees will review specific fall hazards associated with their tasks and required protective measures.
- **Equipment Safety and Handling:**
 - Employees will receive guidance on the proper use and handling of tools and equipment. This includes inspection protocols, safe lifting techniques, and the importance of using the right PPE. Special attention will be given to operating heavy machinery safely.
- **Current Jobsite Hazards:**
 - Each talk will address specific hazards present on the job site, such as overhead work, electrical risks, or ongoing construction activities. Employees are encouraged to identify potential hazards and discuss mitigation strategies.
- **Weather-Related Safety Issues:**
 - Talks will cover the impact of weather on safety and work performance. Employees will be trained to recognize unsafe weather conditions and will review protocols for stopping work when necessary, as well as procedures for seeking shelter.

Participation: Attendance and participation in toolbox talks are mandatory for all crew members. Active engagement helps enhance awareness, reinforces safe work practices, and encourages communication among team members. Employees are encouraged to bring up concerns, share experiences, and ask questions during these discussions.

By prioritizing daily toolbox talks, **10 Men Roofing** ensures that safety remains a collaborative effort and that all employees are equipped with the knowledge they need to work safely and effectively.

11. Regular Safety Meetings

At **10 Men LLC**, we hold regular safety meetings alongside daily toolbox talks to reinforce our commitment to maintaining a safe work environment. These meetings are essential for ensuring that all employees are equipped with the knowledge and skills necessary to operate safely and effectively on the job.

Safety Consultant: We have engaged **Jacob Whitney** from **Safety Compliance, LLC** to facilitate our training programs. Jacob can be reached at **tel: 402.515.8925** or via email at Jacob.Whitney1@gmail.com. His expertise helps us cover a variety of important safety topics to ensure compliance and enhance our safety culture.

Training Topics: The safety meetings include training on the following crucial topics:

- **Fall Protection Safety Training:**
 - Focuses on best practices, equipment use, and understanding fall hazards. Employees learn about harnessing, anchors, and safe work practices at heights.
- **Electrical Safety Training:**
 - Addresses safe handling of electrical tools and equipment, identifying electrical hazards, and understanding lockout/tagout procedures to prevent accidents.
- **Struck-By Safety Training:**
 - Teaches employees to recognize and mitigate struck-by hazards on the job site, such as moving machinery and falling objects.
- **Caught In Between Safety Training:**
 - Educates workers on the risks associated with being caught in or between objects, emphasizing safe practices and awareness.
- **Compliance Plus - Power Equipment Certification:**
 - Provides certification training on the safe operation of various power equipment used on the job, including maintenance checks and operational protocols.

Language of Instruction: All training sessions are conducted in both **Spanish** and **English** to ensure that all employees can fully understand and engage with the material. This dual-language approach enhances comprehension and fosters a more inclusive training environment.

Testing: At the end of each training day, employees will be tested on the topics discussed. This assessment reinforces understanding and retention of safety practices covered during the meetings. It also allows supervisors to identify any areas needing further training or clarification.

Regular participation in these safety meetings is mandatory for all employees. By prioritizing safety training, **10 Men LLC** aims to cultivate a proactive safety culture where all team members are empowered to contribute to a safe workplace.

12. Team Qualifications

At **10 Men LLC**, we take immense pride in our team of highly qualified professionals dedicated to maintaining safety standards across all operations. Our commitment to safety is reinforced through the extensive training and certifications held by our team members.

- **Hanco Germishuys:**

As our **OSHA Certified Safety Officer**, Hanco plays a critical role in overseeing safety compliance and training within the organization. His expertise ensures that all safety protocols and regulations are consistently enforced across job sites. Hanco is responsible for conducting regular safety audits, facilitating training programs, and promoting a culture of safety awareness among employees.

- **Brayton Novak:**

Brayton brings a wealth of knowledge and experience to our team, holding several important certifications, including:

- **OSHA 30-hour Construction Safety and Health:** This comprehensive training equips Brayton with advanced knowledge of workplace safety standards, hazard recognition, and health protection.
- **USACE Construction Quality Management for Contractors (CQM-C):** This certification emphasizes the importance of quality construction practices and safety management in compliance with U.S. Army Corps of Engineers standards.
- **Asbestos Abatement Supervisor:** This certification empowers Brayton to oversee projects involving asbestos removal, ensuring that all safety procedures are followed to protect both workers and the environment.
- **Hazardous Waste Operations and Emergency Response Supervisor:** This certification equips Brayton with the necessary skills to manage hazardous materials and respond effectively to emergencies, ensuring compliance with OSHA regulations and protecting our team.

The combined expertise and commitment of Hanco and Brayton reinforce our dedication to creating a safe, compliant, and efficient work environment at **10 Men LLC**. Their leadership helps ensure that our employees are well-trained and prepared to handle the challenges of their roles safely.

13. Drug and Alcohol Testing Policy

Post-Accident Drug and Alcohol Testing

Effective Date: 02.24.2025

Policy Statement:

To ensure a safe working environment at **10 Men LLC**, all employees must understand and agree to drug and alcohol testing following any work-related accident or incident. This policy protects employees, clients, and the workspace by promoting safety.

Guidelines:

- **Scope:**
This policy applies to all employees who are involved in work-related accidents, regardless of severity. It covers all situations where there is a reasonable suspicion of impairment.
- **Understanding:**
Compliance with this policy is a condition of employment. Employees must understand that the policy does not interfere with any rights related to medical care or legal obligations that may arise from an incident.
- **Timing:**
Testing will be conducted promptly following an accident, ideally within a few hours, to ensure accurate results. Employees are required to comply with testing requests to maintain workplace safety.
- **Compliance:**
All testing will be performed in accordance with state and federal regulations to ensure fairness and accuracy. The procedures will be standard across all incidents.
- **Refusal Consequences:**
Refusal to comply with testing requests may lead to serious consequences, including disciplinary action or termination of employment. It is essential for maintaining safety that all employees cooperate fully with this policy.
- **Acknowledgment:**
Employees are required to sign a form to indicate their understanding and willingness to comply with the terms of the drug and alcohol testing policy. This acknowledgment ensures that everyone is informed and committed to upholding safety protocols.
- **Note:** Attached are the signed forms from employees agreeing to our drug and alcohol testing policy for your review.

14. Texting and Driving Policy

Effective Date: 02.24.2025

Policy Statement:

At **10 Men LLC**, the safety and well-being of our employees, clients, and the community are our top priorities. To this end, texting while driving is strictly prohibited. Mobile phone use is allowed only for hands-free operations during work hours in company vehicles or when engaged in work-related tasks.

Guidelines:

1. Texting While Driving:

Employees are prohibited from using mobile devices for non-emergency communications while driving. When urgent calls are necessary, hands-free devices must be utilized to minimize distractions.

2. Drinking and Driving:

The consumption of alcohol during work hours or before operating company vehicles or equipment is strictly forbidden. Employees must remain sober and fit for duty at all times.

3. Reporting Violations:

Any violations of this policy should be reported to management immediately. Open communication is vital to maintaining a safe work environment.

4. Consequences:

Violating this policy may lead to disciplinary actions, which can include suspension or termination of employment. Safety is non-negotiable, and adherence to this policy is mandatory.

5. Acknowledgment:

Employees are required to sign a form acknowledging their understanding and agreement to comply with this policy, ensuring that everyone is informed and accountable.

Note: Attached are the signed forms from employees agreeing to our texting and driving policy for your review.

15. Accident Reporting Policy

Effective Date: 02.24.2025

Policy Statement:

At **10 Men LLC**, the safety and well-being of our employees are paramount. We are committed to fostering a culture of safety where every employee is responsible for promptly reporting any workplace accidents or incidents. Timely reporting helps us address risks, learn from occurrences, and improve safety measures.

Policy Guidelines:

1. Reporting Requirement:

Employees must report any accident or incident to their supervisor immediately, regardless of severity. Quick reporting allows for appropriate action to mitigate further risks.

2. Details to Include in Reporting:

- **What Happened:** A clear description of the incident.
- **Location of the Incident:** Specify where it occurred.
- **Individuals Involved:** Names of all employees involved.
- **Witnesses Present:** Names and contact information of any witnesses.
- **Actions Taken:** Note any immediate responses, such as first aid administered.

3. Confidentiality:

All reported incidents will be handled confidentially. Information will only be shared with those who need to know to address the situation.

4. Failure to Report:

Failure to report incidents promptly may lead to disciplinary action, including potential termination. Reporting is vital for maintaining safety.

5. Acknowledgment:

Employees must sign to acknowledge that they have read, understood, and agreed to this policy.

Note: Attached are the signed forms from employees agreeing to our accident reporting policy. Also, please find the Accident Report Sheet to fill out if an accident occurs.

10 Men LLC Accident Report Sheet

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

1. Description of Incident

What Happened (provide a clear description):

2. Involved Parties

- Name of Employee(s) Involved:

1. _____

2. _____

3. _____

- Name of Supervisor:

- Witnesses:

1. _____

2. _____

3. _____

3. Actions Taken

- First Aid Administered:

☐ Yes ☐ No

If Yes, describe: _____

- **Emergency Services Contacted:**

☐ Yes ☐ No

If Yes, provide details: _____

4. Equipment or Materials Involved

5. Conditions Contributing to the Incident

- **Weather Conditions:**

☐ Clear ☐ Rain ☐ Snow ☐ Other: _____

- **Equipment Conditions:**

☐ In good condition ☐ Malfunctioning ☐ Other: _____

- **Any other contributing factors:**
-
-

6. Immediate Reporting

Reported by:

Name: _____

Signature: _____

Date: _____

Supervisor Notification:

Supervisor Name: _____

Date Reported: _____

7. Follow-Up Actions

- **Recommended Actions to Prevent Reoccurrence:**
-

Note: Please submit this report to your supervisor within 24 hours of the incident. Your cooperation is vital for maintaining workplace safety.

16. Safety Disciplinary Warning Policy

Effective Date: 02.24.2025

Policy Statement:

At **10 Men LLC**, we are dedicated to maintaining a safe work environment in compliance with OSHA safety laws and regulations. Every employee is expected to adhere to our safety policies. This policy outlines the disciplinary process related to safety compliance and the consequences of non-compliance to ensure the safety of our workplace.

Policy Guidelines:

1. One-Time Warning:

Employees found not complying with safety policies will receive a one-time warning. This warning will be documented in their personnel file. It serves as a formal notice that a particular safety protocol was violated and outlines the expectation for immediate improvement.

2. Immediate Action for Continued Violations:

Continued disregard for safety protocols may lead to immediate disciplinary action, which may include suspension or termination. Safety violations that place employees or others at risk will be addressed without delay to maintain a safe working environment.

3. Responsibility to Report Incidents:

All employees are expected to report any unsafe conditions or behaviors to their supervisor as soon as they are identified. Failure to report can jeopardize the safety of the entire team and may result in disciplinary action. Reporting issues facilitates timely resolutions, enhancing safety measures for everyone.

4. Acknowledgment of Policy:

Employees must acknowledge that they have read, understood, and agreed to abide by this policy. This acknowledgment fosters a culture of accountability and ensures that all team members are committed to upholding our safety standards.

Note: Attached are the signed forms from employees agreeing to our safety disciplinary warning policy for your review.

This concludes the **10 Men LLC Safety Handbook**. Each section is designed to give employees a clear understanding of safety protocols, regulations, and the importance of maintaining a safe working environment.

Summary of Contents:

- The **Introduction** and **Company Safety Policy** lay the foundation for our "**Safety First**" culture.
- The **OSHA Safety Regulations Overview** outlines essential compliance standards to minimize risks in construction.
- **General Worksite Safety Rules** and **PPE** guidelines emphasize responsible behavior and necessary protective gear.
- **Ladder & Fall Protection Guidelines** provide procedures for safe equipment use at heights.
- **Roofing Site Procedures** detail protocols for securing materials and using spotters.
- Regular **Safety Meetings** and daily toolbox talks promote ongoing learning and communication.
- **Team Qualifications** highlight the expertise of our personnel in ensuring safety compliance.
- The **Drug and Alcohol Testing Policy** and **Texting and Driving Policy** reinforce our commitment to safety.
- **Accident Reporting** and **Safety Disciplinary Warning Policies** detail procedures for addressing unsafe behaviors.

By following these policies, we can create a safer workplace where everyone can perform effectively and return home safely.

Feel free to print and bind this document for your team. We welcome your feedback for continuous improvement. For suggestions about content or changes, please contact:

Melanie Germishuys

Phone: 402.991.0048, Extension 1

Email: melanie@10menroofing.com

Your insights will help us enhance our safety measures!