

Roof Maintenance

Safety Meeting Packet

Protect Your Workforce



by all employers.

Roof repair and replacement can be a substantial financial expense for a company. Insufficiently maintained roof coverings can increase the likelihood of damage, lead to premature failure, and accelerate the development of leaks.

Procedures for the maintenance, inspection and replacement of roofs should be developed and implemented

Roof Traffic

An important step in maintaining a roof is managing its use to protect it from damage. Generally, a roof should be accessed on a limited basis, but in some circumstances, vendors or employees may need to use the roof. Consider placing walkway pads or roof pavers in traffic areas to protect the roof surface and encourage prompt reporting of accidental damage to the roof surface.

If a vendor must use the roof to perform services, consider taking before and after photographs of the roof surface in case there is a dispute regarding roof damage. If materials are being stored on the roof during the project, place protection boards underneath to reduce the chance of roof membrane damage.

During the winter months, limit foot traffic as some roof materials may become brittle in the cold temperatures and more likely to become damaged. Do not allow thick layers of snow to accumulate, as this could lead to roof collapse. Instead, use a snow rake to carefully pull the snow off the roof.

Periodic Inspections

Consider performing roof inspections at least twice a year to identify any leaks or issues that need to be addressed.

Inspections vary by roof type, so consider creating a checklist with the inspection criteria for the type of roof being inspected.



Consider some of the following inspection points:

All Roof Types

- Check all surfaces, joints, and angles.
- Seal any cracked or deteriorating mortar or caulking around joints and chimneys.
- Examine roof flashing to make sure it is attached solidly. If not, remove the old caulk, clean the area, and reseal it.
- Check for damaged, curling, or missing shingles and any signs of abnormal wear and tear.
- Make sure the metal edge is not gaping at the seams. Repair with a contractor as necessary.
- Ensure there are no blisters in the roofing material. If blisters are present be careful not to puncture them.
- Clean and refill any areas where sealants are used, especially around irregular shaped roof penetrations and where filler is cracked and/or shrinking.
- Keep drains, downspouts, and gutters flowing free.
- Test sump drains twice a year. Call a plumber if they are holding water.
- Trim branches that overhang the roof to prevent damage from falling branches or pests that may access the roof.
- Check mortar on top and in between any brickwork. If repairs are needed, contact a qualified mason.

Built-Up and Modified Bitumen

- Remove any debris from the roof. Sticks, leaves, and other objects that can cause damage, algae growth, and clogged gutters.
- For gravel roofs, clean bare spots before applying roof cement and gravel over the area.
- Check caulking and sealants. Clean and replace caulking as needed.

Single-Ply

- Remove debris from the roof surface.
- Check the seams and patch separations as needed.

Sprayed Polyurethane Foam (SPF)

- Check for blisters. If they split open, contact a foam contractor for repair.
- Caulk any yellowed or exposed foam.
- Caulk any other forms of damage including splits and/or punctures.

Asphalt Shingles

- Install zinc or lead control strips if there is moss or algae present.
- Use roof cement to secure any loose shingles.
- Check any metal pieces for rust. If rust is found, use a wire brush to remove it, then prime and paint the metal.

Maintenance Procedures

Well-designed roof maintenance procedures will help to reduce long-term costs and extend the life of a roof.

In addition to periodic inspections and minor repairs by qualified employees, schedule condition reviews by roofing professionals to check for damaged areas, flashing and metal attachments, and obstructed drains.



Develop budgets and plans outlining specific maintenance steps. Plans need to include timelines and projected costs for maintenance, repair, and replacement. Only qualified roofers should perform the maintenance work.

Implement effective timelines for maintenance items, like leaks. Moisture control procedures should be activated quickly and include procedures for drying out materials in less than 48 hours to mitigate mold risk. Employers should also maintain a list of qualified contractors to immediately schedule more substantial repairs.

Documenting Maintenance

Maintain a detailed record of all roof maintenance, repair, and replacement. Make sure the record documents:

- Name of the business/individual who performed the work
- Description of the work performed
- Date the work was performed
- Copies of all work or product warranties
- Certificates of insurance from each contractor



Roof Maintenance Safety Meeting Attendance Acknowledgement

Company Name _____
 Department / Division _____
 Meeting Date & Time _____ AM PM
 Meeting Location _____
 Name & Title of Individual Conducting Meeting _____

Key Meeting Discussion Points / Important Reminders:

- _____
- _____
- _____
- _____

Internal Procedures Reviewed:

- _____
- _____
- _____
- _____

By signing this document, you confirm your attendance at the meeting and acknowledge the issues addressed above!

Employees in Attendance		
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
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(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____

Employees not present: _____

Suggestions/Recommendations to improve workplace safety and health: _____

Actions Taken: _____

Manager/Supervisor: _____ Date: _____

Disclaimer:

The information provided above was assembled using multiple resources. However, these materials do not contain ALL the information available regarding the required safety standards under local, provincial, state, or federal law for your industry.
