



Designated Representative Responsibilities

- * Register names of new employees directly involved with the worksite with ScreenSafe
- * Send names of people who have left the company.

Information Needed:

The attached form should be filled out for each employee or for a spreadsheet please contact our office at the number below.

Name, social security number/union card number, address, city, state, zip, and phone number

For all Roofing Industry Local 11 members, Office Staff or non-bargained employees working for Local 11 Roofing Contractors are not part of this program.

Notify people who need to test

After employee notified "**Notification Form**" **must be faxed to ScreenSafe with time and date the person was notified**

Remind employee

They need a **picture I.D.** or be accompanied by a foreman.

They need to test before the **end of the next business day.**

They should keep receipt **or** give to Designated Representative

They need to inform the testing site that they are testing **through**

ScreenSafe/Roofers

They need to give their **UNION CARD NUMBER** if they are a union member

Non-Compliant Participants

When you are notified about a non-compliant person this information **must** remain **confidential**.

A non-compliant person is **not allowed** to work until ScreenSafe faxes a copy of the "**Release to Work**" form to you. The person must be **removed** from duty **immediately**.

Please **discretely** notify the person they are non-compliant. **Quietly and calmly** explain to them that you were notified of their **non-compliance** from ScreenSafe and they must leave the job site immediately. Inform the person they need to **call** ScreenSafe.

Administered by ScreenSafe Inc.

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