

NRCA Safety Manual
 Chapter Fourteen:
 Hazard Communication
 Checklist



NATIONAL ROOFING CONTRACTORS ASSOCIATION | CNA COMMERCIAL INSURANCE

Pre-job			
1.	Do you have a written program to teach employees about hazardous chemicals in the workplace?	Y	N
2.	Do you maintain an inventory list of all chemicals or hazardous materials that employees work with on jobsites or in the yard or warehouse?	Y	N
3.	Are all containers used for hazardous materials labeled as to the contents, hazards, manufacturer name, address and telephone number?	Y	N
4.	Is a Material Safety Data Sheet (MSDS) on hand for each hazardous chemical that is used?	Y	N
5.	Have all employees been trained as to the health hazards of the chemicals in the workplace, methods used to detect a release of a hazardous chemical, protective measures the employee can take and details of the hazcomm program?	Y	N
Job-in-progress			
6.	Are MSDSs readily available for each product used on the jobsite?	Y	N
7.	Are containers of chemicals or hazardous materials properly labeled?	Y	N
8.	Have any new products been introduced during the course of this	Y	N

	project for which no MSDS is available?		
9.	Is any new employee not trained in the company hazcom program working at this project?	Y	N
10.	Are emergency contact phone numbers posted in a conspicuous area for use should an accident occur?	Y	N
11.	Are appropriate first aid supplies on hand should an accident take place?	Y	N
	Post-job		
12.	If any accidents occurred during the course of the project, has a crew or team meeting been held to discuss the causes of the accident and any possible solutions?	Y	N
13.	Have the results of the discussions in #12 above been communicated to management so that the company hazcomm program could be amended if necessary?	Y	N