



Date: _____

Workplace: _____

Completed by: _____

Temporary Worker Safety

The following checklists provide guidance for staffing agencies and employers that hire temporary workers regarding the steps each party should take to ensure it is meeting its responsibilities for worker safety. This document is meant to provide guidance only; host employers and staffing agencies can agree on different arrangements from those suggested below as long as temporary workers are trained and protected from workplace hazards.

BOTH PARTIES

BEFORE temporary workers are hired:

- Consider** the hazards of the jobs to which temporary workers will be assigned.
- Determine** which party is better equipped to prevent and correct the hazards temp workers will face through training, work practice controls, and other methods.
- Resolve** any substantial differences in safety policies or programs between the two parties.
- Agree** in a contract on:
 - The jobs and tasks temporary workers will perform;
 - The necessary qualifications and/or experience of temporary workers selected to perform these tasks;
 - The training that each party will provide and the language(s) in which it will be offered;
 - Hazard controls that will be in place in the work environment;
 - The personal protective equipment (PPE) that workers must use and who will provide and pay for it;
 - Any hazardous tasks temporary workers will NOT perform, if applicable, such as confined space entry, working from heights, or live electrical work; *and*
 - The procedures for reporting and recording work-related injuries and illnesses, coordinating medical care and treatment, and returning to work following an injury.

DURING the work assignment:

- Communicate** about safety issues, including:
 - Any incidents that occur,
 - Changes to job tasks or processes, and
 - New hazards introduced into the workplace.



STAFFING AGENCIES

BEFORE sending workers to a client site:

- Research** the host employer's safety record. Areas to examine include:
 - Workers' compensation experience modification rate (EMR) and/or days away from work, restriction, or job transfer (DART) rate,
 - OSHA inspection reports and violations,
 - OSHA 300 Logs, *and*
 - Recent incidents.
- Review** the host employer's written safety programs, plans, and policies, including:
 - An injury and illness prevention program or similar plan (if one exists),
 - Emergency action and fire prevention plans,
 - Safety and health policies in the employee handbook,
 - Disciplinary policies for breaking safety rules,
 - The hazard communication plan if workers are exposed to hazardous chemicals, *and*
 - Any other written plans required for the facility. See a complete list here.
- Ask** the client about:
 - The jobs your employees will perform,
 - The hazards workers will be exposed to,
 - The protective measures that will be taken,
 - The skills required, *and*
 - The employee training required beforehand or provided on-site.
- Visit** the client's site and perform a basic safety assessment. Ask the client about any hazards you observe and how they will be handled. Areas to assess include the following:
 - Housekeeping.* Is the facility clean, and are work areas free of obvious slip and fall hazards?
 - Exit routes.* Are they accessible and clearly marked?
 - Machinery.* Do tools and machinery seem to be in safe working condition? Are parts of machines that could cause injury guarded if necessary?
 - PPE.* If PPE is required in the facility, are workers wearing it consistently, and is it in good condition?
 - Ergonomics.* Are there any obvious ergonomic hazards, such as frequent heavy lifting without lifting aids, repetitive motion, or awkward postures? Are workstations designed to allow employees to work comfortably and safely?
 - Emergency preparedness.* Are there fire extinguishers and first aid kits in the facility? If not, what is the company's plan for handling fires and medical emergencies?
- Match** employee experience and qualifications to job demands when selecting workers to send to a site. Factors to consider include:
 - Training workers have previously received,
 - Any relevant certifications workers hold,



- Experience with machinery or equipment that will be used at the worksite, and
- Experience in the industry of the host employer.
- Provide** general safety training applicable to many workplaces on:
 - Workers' rights and responsibilities under the OSH Act;
 - The basics of a safe and healthy workplace;
 - Important safety standards such as hazard communication; and
 - Any other applicable topics agreed to in the contract.

DURING the work assignment:

- Verify** that the host employer has fulfilled its responsibilities for a safe workplace by conducting a follow-up visit. Consider the following:
 - Are temporary workers receiving the same level of protection offered to permanent employees?
 - Have workers received the agreed-upon training in a language and vocabulary they understand?
 - Have temporary workers been informed of workplace hazards, site safety policies, and emergency procedures?
 - Has the host employer corrected any hazardous conditions it agreed to correct?
 - Has the host employer provided temporary workers with any necessary PPE, and are employees wearing it consistently? If the staffing agency has agreed to provide PPE, is the host employer ensuring that employees wear it?
 - Have there been new hazards introduced into the workplace, and if so, are they being adequately controlled?
- Talk** to your employees at the site throughout the assignment and encourage them to raise any safety concerns. Consider the following:
 - Do they feel they have been adequately trained?
 - Do they feel safe in the work environment?
 - Do they know what to do if they encounter a hazard?
- Communicate** with the host employer regarding your employees' job performance, adherence to safety policies, and other relevant issues.
- Coordinate** with the host employer following any work-related injuries or illnesses your employees experience to ensure that measures are taken to prevent future incidents.
- Maintain records** of any medical surveillance the host employer conducts for hazards such as lead, asbestos, and noise, and make these records available to the employees they affect.



HOST EMPLOYERS

BEFORE hiring temporary workers:

- Research** the staffing agency's safety record and background, including:
 - Workers' compensation experience modification rate (EMR) and/or days away from work, restriction, or job transfer (DART) rate,
 - OSHA inspection reports and violations,
 - OSHA 300 Logs, *and*
 - Recent incidents.
- Review** the staffing agency's safety programs, policies, and plans, including:
 - An injury and illness prevention program or similar plan (if one exists),
 - Safety and health policies in the employee handbook, *and*
 - Disciplinary policies for breaking safety rules.
- Ask** the staffing agency what training they provide to workers and the language(s) in which training is provided. Verify the quality of the training by reviewing materials and/or attending a training session.
- Analyze** the hazards temporary workers will be exposed to and the type of protection they will require. Document your job hazard analysis and PPE assessment.
- Specify** the job duties and tasks temp workers will perform, the skills required, and the training you expect beforehand or will provide on-site.

AFTER hiring temporary workers:

- Provide** site-specific and job-specific training in a language and vocabulary workers can understand. The training should cover:
 - The hazards workers will be exposed to,
 - Safe work practices to mitigate these hazards, *and*
 - Emergency procedures.
- Inform** temporary workers of:
 - Site-wide safety policies,
 - Their rights in the workplace,
 - Procedures for reporting hazards they encounter, *and*
 - What to do in case of injury or illness.
- Conduct** initial (baseline) monitoring of workers if they will be exposed to a hazard or condition that requires medical monitoring, such as lead or noise.

DURING the work assignment:

- Offer** the same level of safety training and protection from hazards to temporary workers that you provide to permanent employees.
- Provide** workers with any PPE necessary to work safely (unless the staffing agency or workers themselves have provided it).
- Assess** the quality of any PPE provided by the staffing agency or the workers to ensure it provides adequate protection.



- ❑ **Include** temporary workers in any safety programs you offer at your facility, including safety meetings, toolbox talks, and scheduled training.
- ❑ **Encourage** temporary workers to report any hazards they encounter and to communicate any concerns to a supervisor or other individual.
- ❑ **Communicate** with temporary workers periodically about their job performance and safety-related behavior.
- ❑ **Record** any work-related injuries or illnesses temporary workers experience on your OSHA 300 Log, unless the temp agency provides an on-site supervisor who oversees the workers' day-to-day operations. **(NOTE: This is an OSHA requirement.)**
- ❑ **Inform** the staffing agency if a temporary worker is injured or becomes ill on the job, and coordinate medical treatment if necessary.
- ❑ **Conduct** medical surveillance and monitoring of temporary workers if they are exposed to a workplace condition that requires it, and share the results with them.