

OSHA and Temporary Worker Initiative Recommended Practices

Prepared by JOBPRO Staffing Services

Evaluate the Host Employer's Worksite –

- Joint review of all worksites
- Analysis to identify and eliminate health and safety hazards

Train Agency Staff to Recognize Safety and Health Issues – JOBPRO has two dedicated safety and health professionals on staff: Ed Fenton, VP Light Industrial Division and Greg Manzotti, VP, Workforce Solutions. Both Ed and Greg are OSHA-10 certified and Greg is a Strategic Workforce Planner certified by the Human Capital Institute. Their combined 10+ years' hands-on experience and continuing education make them valuable to host employers searching for a staffing partner who will help them promote a robust safety program.

Assign Occupational Safety and Health Responsibilities and Define the Scope of Work -

Sharing the responsibilities will vary depending on the workplace conditions and which party is better able to ensure compliance. Whoever is responsible party, they must define, clarify and communicate tasks and the safety and health responsibilities to employees.

Injury and Illness Recordkeeping Requirements – OSHA requires tracking and investigating causes of injuries (OSHA Injury and Illness Logs) by the host employer. Records are available by request of employee or employee representative. Employee must know how to report a work-related injury.

Conduct Safety and Health Training and New Project Orientation - Training is a responsibility that is shared by both staffing service and the host employer. Orientation should include general worker-protection rights. One of the parties should provide worksite training and protective equipment and communicate information regarding worksite-specific hazards. Host employers should provide temporary employees the same safety training as that provided to their own employees.

First Aid, Medical Treatment and Emergencies - Temporary should be provided with information on how to report an injury and obtain treatment on every job assignment. Host employers should train temporary employees on emergency procedures including fire exits.

Injury and Illness Prevention Program - Staffing service and host employer should have a safety and health program to reduce the number and severity of workplace injuries. Safe work practices should be reviewed for new projects, new temporary employees joining a project or when new hazards are introduced. Employers are required to have hazard-specific safety programs.