****Host employer safety and training assessment**

*(to be completed by the temp/staffing agency)*

Host employer (client): Date:

Host safety contact:

Temp/staffing agency representative:

While the staffing agency should provide general safety training, host employers must provide site-specific safety training. Use this form to help evaluate a potential host’s safety program before sending workers to the location, and to ensure that hosts provide a safe and healthy work environment*.*

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|  | Yes | No | Who will train? |
| **Safety and health program:** Is there a written loss prevention program in operation that deals with general safety and health elements as well as management of hazards specific to your worksite?  *Someone should be assigned to overall safety activity. Other key program areas; safety committee, procedure to handle in-house complaints regarding safety and health, and having a disciplinary program in place to address safety violations.* |  |  |  |
| **Safety training:** Are there scheduled safety meetings for all employees?  *Meetings should be held on a scheduled basis, thorough new hire orientation should be in place, and there should be technical job specific training provided before employees are left unsupervised.* |  |  |  |
| **Emergencies:** Is there adequate notification, procedures, and means of evacuation?    *Host will train employee in emergency procedures, including exit routes, location of AED/first aid/fire extinguishers, and injury reporting.* |  |  |  |
| **Incident reporting:** Does host have an incident reporting procedure that includes accident analysis to prevent injuries from happening again?  *Host will explain procedures, including who should be informed of incidents. Host should ensure anything other than a minor injury (requiring only first aid) is recorded as required on the OSHA 300 log.* |  |  |  |
| **Work environment/working conditions:** Do employees only work indoors/are they exposed to inclement weather or extreme temperatures? Are all worksites clean and orderly?  *Consider whether employees are required to work rotating or revolving shifts. There should be a housekeeping program in place as well as scrap/debris being stored safely away from work area. A process should be in place for cleaning up spills including potentially infectious material. Wet areas should have non-slip material. Host will inform employees of reporting a potential hazard in the workplace.* |  |  |  |
| **Violence:** Will employee work alone, perform cash transactions with public, work late night or early morning hours, work in a high crime area, or work with populations posing elevated risk for violence?  *Host will train to minimize violence risk.* |  |  |  |
| **Personal protective equipment (PPE):** Are there hazards requiring PPE/Are they being addressed by the host employer/ and use of PPE being enforced?  0 Safety glasses 0 Gloves 0 Hardhat 0 Hearing 0 Dust mask  0 Respirator 0 Chaps 0 Steel-toed boots 0 Other |  |  |  |
| * *Host will supply protective equipment.* * *Host will train on how to use and maintain PPE.* |
| **First aid:** Are there adequate first aid kits/supplies/eye wash stations etc.? |  |  |  |
| **Hazardous materials:** Will employee be exposed to or handle hazardous chemicals/materials? Are safety data sheets available?  *Host will review data sheets and safety procedures with employee.* |  |  |  |
| **Material handling:** Will employee perform lifting, pushing, or pulling tasks?  *Host will train employee to perform these tasks safely. Jobs should be designed to minimize material handling. Lifting tasks should be divided among employees to eliminate repetitive lifting. Ensure that where mechanical lift devices are used (forklift, hoist, crane, etc.) operators are trained and certified as needed.* |  |  |  |
| **Equipment/machinery/machine guarding:** Will employee use powered tools or equipment, or work around machinery?  *Ensure power shut off switches are within reach at each machine and that machine guarding techniques are utilized. Foot operated switches and any moving parts such as pulleys/belts should be guarded. Ensure that there is a lockout/tagout process in place which is trained on and enforced with all employees.* |  |  |  |

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| **Vehicles/forklifts:** Will employee work near or around moving vehicles or forklifts? Is there formal forklift training for operators?  *Host will train employee to avoid moving vehicle hazards.* |  |  |  |
| **Floors, walkways, stairways:** Are surfaces in good condition; well lit; free of obstacles; and free of water, grease, ice, and snow?  Are there appropriate handrails? Is housekeeping good?  *Customer will train on footwear requirements and on preventing slips, trips, and falls. Isles and passageways should be kept clear and marked appropriately with safe clearances for motorized equipment.* |  |  |  |
| **Fall from elevation:** Will employee be working from heights that require a personal fall arrest system? Are ladders used?  *Customer will provide fall protection training and personal fall arrest system equipment that fits the employee.* |  |  |  |
| **Blood:** Is there potential exposure to blood or other infectious body fluids? Is there a blood borne pathogen program?  *Customer will train employee in blood borne pathogen safety procedures.* |  |  |  |
| **Flammable and combustible material:** Is proper handling and storage practiced minimizing the risk of fire?  *Flammable and combustible materials should be stored in approved fire-resistant containers and safe practices should be in place for storage and handling of gas. Check that extinguishers are adequately placed and inspected. NO SMOKING signs should be posted in areas where flammables or combustibles are used and stored.* |  |  |  |
| **Other:** Are there other hazards that have not been identified? Please list in the empty spaces below.    *Customer will train employee in the measures to control these hazards.* |  |  |  |
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