

# OSHA Compliance for Temporary Labor Agencies and Host Employers

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## Session 1: Introduction (1.0 hour)

### Lesson Plan

#### Overview

This session introduces students to the concepts and contents of the course. Temporary workers are known to be at greater risk of workplace injury than permanent employees and this training program is intended to help employers fulfill their duty to provide safe workplaces for temporary as well as permanent workers.

This first session presentation will help employers clarify the role of OSHA and OSHA standards, and to understand the shared responsibilities of host employers and staffing agencies to achieve OSHA compliance. The “Notes Section” of the slides has additional information to be used by the Trainer. The resource documents listed in the last section of the lesson plan should be carefully reviewed by the trainer and used as applicable.

#### Lesson Objectives

Upon completion of this topic students will be able to:

1. Explain the function of OSHA and the OSHA Consultation Program
2. Define OSHA’s Temporary Worker Initiative
3. Understand the shared responsibilities of Host Company and Staffing Agency to protect temporary workers
4. Implement OSHA compliance requirements for employers
5. Explain OSHA’s rights for workers

#### Training Resources

1. PowerPoint Presentation: *OSHA Compliance for Temporary Labor Agencies and Host Employers Overview* with instructor’s notes
2. OSHA’s Temporary Worker Letter of Interpretation (see *Resources/Web Sites*, below)
3. LCD Projector, screen (if needed), computer, and/or flip chart/white board with markers
4. Internet access (if available)

## Activities and Classroom Procedures

1. PowerPoint slides
2. Class discussion of key concepts
3. Facilitation of interchange of ideas among participants

## Lesson Roadmap

1. Class agenda; Statistics on Temporary Workforce; OSHA's Temporary Worker initiative.
  - a. Slides to be used: 1-8
  - b. Objectives Covered: 1, 2
  - c. Exercise/Demos: None
  - d. Training Aids: PowerPoint presentations
2. Background to OSHA; Jurisdiction; Employer Rights; Worker Rights
  - a. Slides to be used: 9-16
  - b. Objectives Covered: 1, 4, 5
  - c. Exercise/Demos: None
  - d. Training Aids: Use of PowerPoint presentation, use of OSHA Web site
3. OSHA's Temporary Worker Initiative
  - a. Slides to be used: 17-22
  - b. Objectives Covered: 2, 3
  - c. Exercise/Demos: None
  - d. Training Aids: Use of PowerPoint presentation, OSHA Temporary Worker Initiative News release (See *Resources/Web Sites*, below)
4. Recordkeeping, Training, Hazard Communication
  - a. Slides to be used: 23-27
  - b. Objectives Covered: 3
  - c. Exercise/Demos: None
  - d. Training Aids: Use of PowerPoint presentation; Temporary Worker OSHA Letter of Interpretation (see *Resources/Web Sites*, below)
5. Resources on Temporary Workers
  - a. Slides to be used: 28-33
  - b. Objectives Covered: 1
  - c. Exercise/Demos: With internet available, demonstrate resources on OSHA Web site; if unavailable, use screen shots of same
  - d. Training Aids: Use of PowerPoint presentation

## Evaluation and Assessment

- a. Interactive conversations

### Resources/Web Sites

- OSHA Web Page – [www.osha.gov](http://www.osha.gov)
- Specific OSHA Web Pages:
  - OSHA Temporary Worker Initiative-  
[https://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=NEWS\\_RELEASES&p\\_id=23994](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=NEWS_RELEASES&p_id=23994)
  - Temporary Worker Data gathering requirements  
[https://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=INTERPRETATIONS&p\\_id=28613](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=INTERPRETATIONS&p_id=28613)
  - Temporary Worker OSHA Letter of Interpretation  
[https://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=INTERPRETATIONS&p\\_id=21393](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=INTERPRETATIONS&p_id=21393)