

## OSHA Compliance for Temporary Labor Agencies and Host Employers

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### Session 3: Evaluating Host Companies for Safety Hazards (1-2 hours)

#### Lesson Plan

#### Overview

Staffing agencies must be aware of the variety of safety hazards that may be present at a host employer's facility where temporary employees may be assigned to work. While responsibilities for hazard prevention and control may be shared by the host employer *and* the temporary staffing agency, it is very important that *both entities* understand the nature of these hazards and how to correct them. This lesson will give a basic level awareness of some of the safety hazards that may be present in general industry and construction facilities. Topics to be covered include:

- Hazardous Equipment/Machines
- Walking/Working Surfaces
- Emergency Action
- Hazardous Materials and Processes
- Material Handling
- Electrical
- Construction

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.

This presentation focuses primarily on safety hazards in general industry, and includes a limited discussion of construction. Based on the audience, the instructor may choose to omit slides that are not applicable. Additionally, depending upon the safety hazards most relevant to the audience, this presentation may need 90-120 minutes to adequately cover all the details.

#### Lesson Objectives

Upon completion of this topic students should be able to:

1. Understand basic safety hazards and identify possible corrective action
2. Understand the responsibilities of the host company and the staffing agency.

## Training Resources

1. PowerPoint Presentation: *Evaluating Host Companies for Safety Hazards*, with instructor's notes
2. OSHA's Temporary Worker Letter of Interpretation (see *Resources/Web Sites*, below)
3. LCD Projector, screen, and/or flip chart/white board
4. Internet access (optional)

## Activities and Classroom Procedures

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

## Lesson Roadmap

1. Introduction to safety hazards and how to identify possible corrections and the shared responsibilities of host company and staffing agency.
  - a. Slides to be used: 1-3
  - b. Objectives Covered: 1-2
  - c. Exercise/Demos: None
  - d. Training Aids: None
2. Hazardous Equipment/Machines and Machine Guarding
  - a. Slides to be used: 4-10
  - b. Objectives Covered: 1-2
  - c. Exercise/Demos: None
  - d. Training Aids: None
3. Log Out/Tag Out
  - a. Slides to be used: 11-12
  - b. Objectives Covered: 1-2
  - c. Exercise/Demos: None
  - d. Training Aids: None
4. An effective Job Hazard Analysis (JHA)
  - a. Slides to be used: 13
  - b. Objectives Covered: 1-2
  - c. Exercise/Demos: None
  - d. Training Aids: None

5. Walking and working surfaces
  - a. Slides to be used: 14-26
  - b. Objectives Covered: 1-2
  - c. Exercise/Demos: None
  - d. Training Aids: None
  
6. Emergency Action and Exit Routes
  - a. Slides to be used: 27-33
  - b. Objectives Covered: 1
  - c. Exercise/Demos: None
  - d. Training Aids: None
  
7. Hazardous Materials and Processes, Including Flammables, Combustible Dust, Paint Booths, Welding, Confined Space Entry, Process Safety Management (PSM)
  - a. Slides to be used: 34-47
  - b. Objectives Covered: 1
  - c. Exercise/Demos: None
  - d. Training Aids: None
  
8. Material Handling
  - a. Slides to be used: 48-58
  - b. Objectives Covered: 1
  - c. Exercise/Demos: None
  - d. Training Aids: None
  
9. Electrical Hazards
  - a. Slides to be used: 49-62
  - b. Objectives Covered: 1
  - c. Exercise/Demos: None
  - d. Training Aids: None
  
10. Construction: Fall Protection; Trenching; Scaffolding
  - a. Slides to be used: 63-66
  - b. Objectives Covered: 1
  - c. Exercise/Demos: None
  - d. Training Aids: None

## Evaluation and Assessment

- a. Interactive conversations

## Resources/Web Sites

- OSHA Web Page – [www.osha.gov](http://www.osha.gov)
- Specific OSHA Web Pages:
  - Machine Guarding - <https://www.osha.gov/SLTC/machineguarding/index.html>
  - Walking/Working Surfaces - <https://www.osha.gov/SLTC/walkingworkingsurfaces/index.html>
  - Emergency Preparedness and Response - <https://www.osha.gov/SLTC/emergencypreparedness/index.html>
  - Hazardous and Toxic Substances - <https://www.osha.gov/SLTC/hazardoustoxicsubstances/index.html>
  - Forklifts - <https://www.osha.gov/SLTC/poweredinustrialtrucks/index.html>
  - Crane, Derrick, and Hoist Safety - <https://www.osha.gov/SLTC/cranehoistsafety/index.html>
  - Electrical Safety - <https://www.osha.gov/SLTC/electrical/index.html>
  - Construction Safety - <https://www.osha.gov/doc/index.html>