

TEMPORARY STAFFING SAFETY PROGRAM CHECKLIST

The purpose of this form is to identify hazards and controls while vetting a co-host's workplace. To understand what the client will provide the staffed worker and what you need to provide for onboarding, job specific training and PPE, as both co-host and temporary agency has joint responsibility in keeping the employee safe. This is a way for you to document your due diligence.

GENERAL INFORMATION TO COLLECT FROM CO-HOST

TYPE OF JOB, LIST JOB AND PHYSICAL DEMANDS. PROVIDE COPY OF JOB DESCRIPTION IF AVAILABLE.	YES	NO	N/A
DO YOU HAVE A SAFETY PROGRAM?	YES	NO	N/A
DO YOU MAINTAIN YOUR OSHA LOGS?	YES	NO	N/A
DO YOU KNOW YOUR INCIDENT RATE? IF SO, WHAT IS IT?	YES	NO	N/A
WILL YOU PROVIDE MODIFIED WORK IF AN EMPLOYEE IS INJURED?	YES	NO	N/A

COMMENTS/ACTIONS

TRAINING PROVIDED BY CO-HOST

BLOODBORNE PATHOGEN	YES	NO	N/A	LADDER SAFETY	YES	NO	N/A
COMPRESSED GAS	YES	NO	N/A	LOCKOUT/TAGOUT	YES	NO	N/A
CONFINED SPACE	YES	NO	N/A	MACHINE SPECIFIC TRAINING	YES	NO	N/A
ELECTRICAL SAFETY	YES	NO	N/A	MECHANICAL POWER PRESSES	YES	NO	N/A
DRIVING PROGRAM	YES	NO	N/A	MATERIAL HANDLING & CRANE SAFETY	YES	NO	N/A
FALL PROTECTION	YES	NO	N/A	PERSONAL PROTECTIVE EQUIPMENT	YES	NO	N/A
FIRE EXTINGUISHERS	YES	NO	N/A	POWERED INDUSTRIAL EQUIPMENT	YES	NO	N/A
HAZARD COMMUNICATION	YES	NO	N/A	POWERED SMALL TOOL SAFETY	YES	NO	N/A
HEARING CONSERVATION PROGRAM	YES	NO	N/A	RESPIRATORY PROTECTION	YES	NO	N/A
HOT WORK PERMIT	YES	NO	N/A	OTHER TRAINING, SPECIFY:			

PERSONAL PROTECTIVE EQUIPMENT PROVIDED BY CO-HOST

SAFETY GLASSES	YES	NO	N/A
SAFETY GOGGLES	YES	NO	N/A
FACE MASK	YES	NO	N/A
FOOT PROTECTION	YES	NO	N/A
GLOVES	YES	NO	N/A
CLOTHING	YES	NO	N/A
HEARING PROTECTION	YES	NO	N/A
RESPIRATOR	YES	NO	N/A
PERSONAL FALL PROTECTION SYSTEM	YES	NO	N/A

COMMENTS/ACTIONS

EXPOSURES TO HEIGHTS AND BELOW SURFACES

WORKING ABOVE 4 FEET	YES	NO	N/A
WORKING ABOVE 6 FEET	YES	NO	N/A
WORKING UNDERGROUND (CRAWL SPACE, PITS, TANKS)	YES	NO	N/A

COMMENTS/ACTIONS

EXPOSURES

SILICA	YES	NO	N/A
ASBESTOS	YES	NO	N/A
NOISE	YES	NO	N/A
CHEMICALS	YES	NO	N/A
OTHER EXPOSURES	YES	NO	N/A

COMMENTS/ACTIONS

INFORMATION

CO-HOST: _____
OTHER COMMENTS OR RECOMMENDATIONS:

DATE: _____ COMPLETED BY: _____