

Instructor's Guide



Safety Isn't Temporary

Ensuring the Safety of Agency and Contract Workers

This course provides strategies for training temporary workers so that they can identify hazards of industrial work sites in order to prevent and minimize the incidence of injury, illness or fatality.

This material was produced under grant number SH-26313-14-60-F-37 SH4 from the Occupational Safety and Health Administration, U.S. Department of Labor. It does not necessarily reflect the views or policies of the U.S. Department of Labor, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government.

This page intentionally left blank.

INTRODUCTION and BACKGROUND INFORMATION

OSHA has launched a Temporary Worker Initiative which includes ensuring that staffing agencies and host employers understand their safety and health responsibilities -- temporary workers are entitled to the same safety and health protections as direct-hire employees. Temp agencies and hosts share control over the employee, therefore they share responsibility for temp workers' safety and health.

A key concept is that each employer should consider the hazards it is in a position to prevent and correct, and in a position to comply with OSHA standards. For example, staffing agencies might provide general safety and health training, while host employers provide specific training tailored to the particular workplace equipment/hazards.

Some important elements in protecting temporary workers include:

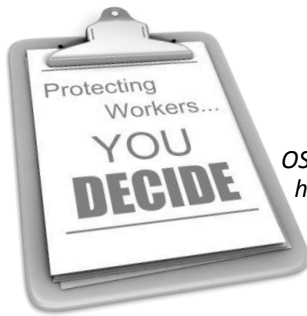
- Communication between the agency and the host to ensure that the necessary protections are provided.
- Ensuring a safe workplace for all workers. Staffing agencies have a duty to inquire into the conditions of their workers' assigned workplaces.
- Knowledge of potentially hazardous conditions. Ignorance of hazards is not an excuse. Staffing agencies need not become experts on specific workplace hazards, but they should determine what conditions exist at their client (host) agencies, what hazards may be encountered, and how best to ensure protection for the temporary workers.
- Verification that the workplace is safe and compliant. The staffing agency has the duty to inquire and verify that the host has fulfilled its responsibilities for a safe workplace.
- Host employers must treat temporary workers like any other workers in terms of training and safety and health protections.

Recommended Practices:

OSHA and NIOSH have developed recommended practices for staffing agencies and host employers so that they may better protect temporary workers through mutual cooperation and collaboration. Unless otherwise legally required, these recommendations are for the purpose of guidance and in some cases represent best practices.

To make these 6 practices easier to remember, we will use the word "DECIDE."

1. Develop and Program.
2. Evaluate the Worksite.
3. Communicate the Details.
4. Identify Gaps.
5. Define Responsibilities.
6. Educate Workers.



DECIDE to Protect Workers

OSHA and NIOSH have developed recommended practices for staffing agencies and host employers so that they may better protect temporary workers through mutual cooperation and collaboration. Unless otherwise legally required, these recommendations are for the purpose of guidance and in some cases represent best practices.

- 1. Develop an Injury and Illness Prevention Program.** It is recommended that staffing agencies and host employers each have a safety and health program to reduce the number and severity of workplace injuries and illnesses and ensure that their temporary workers understand it and participate in it. The employers' safety programs should be communicated at the start of each new project, whenever new temporary workers are brought onto an existing project, or whenever new hazards are introduced into the workplace. Employers are required to have hazard-specific programs when workers are exposed to certain hazards. Such programs include bloodborne pathogens, hearing conservation, hazard communication, respiratory protection, and control of hazardous energy (lock-out/tag-out).
- 2. Evaluate the Host Employer's Worksite.** Prior to accepting a new host employer as a client, the staffing agency and the host employer should jointly review all worksites to which the worker might be sent, the task assignments and job hazard analyses in order to identify and eliminate potential safety and health hazards and identify necessary training and protections for each worker. The staffing agency should provide a document to the host employer that specifies each temporary worker's specific training and competencies related to the tasks to be performed.

Staffing agencies without dedicated safety and health professionals on staff, should consider utilizing a third-party safety and health consultant. These consultation services are often offered to policyholders by worker's compensation insurance providers at little to no charge.

Small and medium-sized businesses may request assistance from OSHA's free on-site consultation service. On-site consultation services are separate from enforcement and do not result in penalties or citations.

The most frequent violations found at workplaces where temporary workers are identified include:

- Electrical Hazards
- Lockout/Tag Out procedures
- Machine Guarding
- Fall Protection
- Hazard Communication
- Powered Industrial Trucks

- 3. Communicate the Details.** When feasible, the host employer and staffing agency should exchange and review each other's injury and illness prevention program. Host employers should also request and review the safety training and any certification records of the temporary workers who will be assigned to the job.

Employer knowledge of workplace injuries and investigation of these injuries are vital to preventing future injuries from occurring. Information about injuries should flow between the host employer and staffing agency. If a temporary worker is injured and the host employer knows about it, the staffing agency should be informed promptly, so the staffing agency knows about the hazards facing its workers. Equally, if a staffing agency learns of an injury, it should inform the host employer promptly so that future injuries might be prevented, and the case is recorded appropriately.

The parties should also discuss a procedure to share injury and illness information between the employers, ideally specifying that procedure contractually.

NOTE: Both the host employer and staffing agency should track and where possible, investigate the cause of workplace injuries. However, for statistical purposes, OSHA requires that injury and illness records (often called OSHA 300 Injury and Illness Logs) be kept by the employer who is providing day-to-day supervision, i.e., controlling the means and manner of the temporary employees' work (the host employer, generally). See 29 CFR 1904.31(b)(2).

The supervising employer is required to set up a method for employees to report work-related injuries and illnesses promptly and must inform each employee how to report work-related injuries and illnesses. However, both the staffing agency and the host employer should inform the temporary employee on this process and how to report a work-related injury or illness. See 29 CFR 1904.35(b).

No policies or programs should be in place that discourage the reporting of injuries, illnesses or hazards. The OSH Act prohibits employers from retaliating against a worker for reporting an injury or illness, including for filing a workers' compensation claim for a work-related condition.

4. Identify Gaps. After completing Steps 2 and 3, there should be enough information to answer these two important questions:

- Where do improvements need to be made?
- What has been discovered that needs attention?

5. Define Responsibilities. The extent of the responsibilities the staffing agency and the host employer have will vary depending on the workplace conditions and should be described in their agreement. Either the staffing agency or the host employer may be better suited to ensure compliance with a particular requirement, and may assume primary responsibility for it. When feasible, the agency-host contract should clearly state which employer is responsible for specific safety and health duties. The contract should clearly document the responsibilities to encourage proper implementation of all pertinent safety and health protections for workers. This division of responsibilities should be reviewed regularly.

The tasks that the temporary worker is expected to perform, and the safety and health responsibilities of each employer, should be stated in the agency-host contract and should be communicated to the worker before that worker begins work at the job site. For example, should the job tasks require personal protective equipment, the contract should state what equipment will be needed and which employer will supply it. The worker should be informed of these details before beginning the job. Clearly defining the scope of the temporary worker's tasks in the agency-host contract discourages the host employer from asking the worker to perform tasks that the worker is not qualified or trained to perform or which carry a higher risk of injury. Defining, clarifying, and communicating the employers' and worker's responsibilities protects the workers of both the staffing agency and of the host employer. The contract should specify who is responsible for all such communications with the temporary worker.

6. Educate Workers. Many staffing agencies do not have dedicated safety and health professionals and, even when they do, these experts cannot be everywhere at once. By teaching agency representatives about basic safety principles and the hazards commonly faced by its temporary workers, the agency will be better equipped to discover hazards and work with the host employer to eliminate or lessen identified workplace hazards before an injury or illness occurs.

Conduct Safety and Health Training and New Project Orientation. OSHA standards require site- and task-specific safety and health training. The training must be in a language the workers understand. Training helps to protect the workers of both the staffing agency and the host employer.

The training of temporary workers is a responsibility that is shared between the staffing agency and the host employer. Staffing agencies should provide general safety and health training applicable to different occupational settings, and host employers provide specific training tailored to the particular hazards at their workplaces. The host employer and the staffing agency should each provide — separately or jointly — safety and health orientations for all temporary workers on new projects or newly-placed on existing projects. The orientation should include information on general worker-protection rights and workplace safety and health. At least one of the joint employers, generally the host employer, must provide worksite-specific training and protective equipment to temporary workers, and identify and communicate worksite-specific hazards. The temporary workers' tasks, as defined by the agency-host contract, should also be clearly communicated to the workers and reviewed with the host employer's supervisor(s).

Host employers should provide temporary workers with safety training that is identical or equivalent to that provided to the host employers' own employees performing the same or similar work. Host employers should inform staffing agencies when such site-specific training for temporary workers has been completed. Informing workers and supervisors of their respective responsibilities agreed upon by the joint employers protects the workers of both the staffing agency and the host employer

First Aid, Medical Treatment, and Emergencies. Procedures should be in place for both reporting and obtaining treatment for on-the-job injuries and illnesses. Temporary employees 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 exit routes.

The following page provides a brief outline of OSHA-required written programs and related training requirements.

Required Written Programs and Training per 29 CFR 1910

Standard	Written Program	Training
Hazard Communication 29 CFR 1910.1200	Describes how to protect employees who are exposed to hazardous chemicals. A list of chemicals, SDS, container labeling and employee training are required. Ensure SDSs are available for all chemicals used in the facility.	Employees must be trained initially upon exposure to chemicals and whenever new chemical hazards are introduced. Training includes: <ul style="list-style-type: none"> • Hazards of chemicals used • Where to find safety information • How to prevent exposure • Steps to take if exposure occurs
Emergency Action Plan 29 CFR 1910.38	Describes actions to take in the event of an emergency, including fire, chemical spill, natural disaster, or other workplace emergency. Conduct periodic fire and emergency drills.	Employees must be trained initially, annually or whenever the plan changes. Training includes: <ul style="list-style-type: none"> • Emergency escape procedures • Fire extinguisher locations and use • Means of reporting emergencies • Special duties of emergency coordinators • Fire drills
Personal Protective Equipment 29 CFR 1910.132	PPE hazard assessment must be conducted for each job to determine the appropriate PPE to prevent exposure.	Employees must be trained initially or whenever the PPE requirements change. Training includes: <ul style="list-style-type: none"> • Appropriate PPE to wear • Limitations and maintenance of PPE
Respiratory Protection 29 CFR 1910.134	Describes selection and use of respirators, employee medical questionnaire and fit testing, proper cleaning and storage of respirators.	Employees must be trained initially or whenever the conditions for respirator usage change. Training includes: <ul style="list-style-type: none"> • Proper selection and use of respirator • Limitations of respirators • How to inspect, remove and use respirators • Proper maintenance and storage of respirators
Lockout/Tagout 29 CFR 1910.147	Describes method to de-energize and lockout equipment when servicing or repairing equipment. Requires a written lockout/tagout procedure for each piece of equipment.	Employees must be trained initially, or whenever the lockout procedures change. Training includes: <ul style="list-style-type: none"> • Recognition of energy sources • Purpose and use of Lockout/Tagout procedures
Powered Industrial Truck (Forklifts, etc.) 29 CFR 1910.178	<u>No written program required</u> , but forklifts must be inspected daily.	Employees must be trained and evaluated for performance initially upon assignment, and refresher training at least every 3 years. Training includes: <ul style="list-style-type: none"> • Truck-related topics, such as safe operation of lifts, steering and vehicle capacity • Workplace-related topics, such as surface conditions and load manipulation
Confined Space 29 CFR 1910. 146	If employees will be entering permit-required spaces (PRCS) a written program describing the means, procedures and practices necessary for safe entry is required. If employees are not to enter permit-required spaces, measures must be in place to prevent their entry.	Employees must be trained before first PRCS assignment, when there is a change in duties and whenever there is a change in operations that introduces a new hazard. Training includes: <ul style="list-style-type: none"> • Duties of Authorized Entrants • Duties of Attendants • Duties of Entry Supervisor
Bloodborne Pathogens Required by 29 CFR 1910.1030	Written Exposure Control Plan required describing job classifications in which employees have potential exposure to bloodborne pathogens, the method of compliance to minimize exposure, and the procedure for responding to exposure incidents.	Employees must be trained initially and annually, with the opportunity for question and answers, on the following topics: <ul style="list-style-type: none"> • Explanation of symptoms of bloodborne diseases and modes of transmission of bloodborne pathogens • Explanation of Exposure Control Plan and methods to recognize tasks with potential exposure • Use of PPE, Benefits of Hepatitis B Vaccine, Procedure for Post-Exposure

Lesson Plan – Safety Isn’t Temporary

“Safety Isn’t Temporary” is designed to introduce temporary workers to basic information on worker rights and potential job site hazards.

Approximate Length: 4 -7 hours

Materials Needed:

- PowerPoint Presentation - “Safety Isn’t Temporary”
- Computer
- Projector and Screen or Monitor
- Video: “It’s About Worker Rights”
- Easel pad
- Markers
- Participant Manual that includes the following referenced handouts and corresponding page numbers:
 1. Workers’ Rights.....page 5
 2. OSHA Quick Card – Label.....page 6
 3. GHS Pictograms.....page 7
 4. Sample Safety Data Sheet (Greasy Grease).....page 8
 5. Understanding Safety Data Sheets (*optional activity*)....page 13
 6. Check Your Understanding (*post-test and review*).....page 14

Learning Objectives:

Upon completion of this lesson, participants will be able to:

- Recognize the workplace safety responsibilities of employers and temporary agencies.
- Describe your rights as an employee.
- Describe how to file a complaint and request an OSHA inspection.
- Identify common workplace safety hazards.

Instructional Outline:

- **Welcome and Introductions - Slides 1 – 4 (15 minutes)**
Welcome participants.
Review course logistics and agenda (breaks, restroom location, emergency procedures, etc)
Present course objectives.
Discuss current trends in workplace safety and temporary workers.
Define “temporary worker”
- **Workplace Safety is a Partnership - Slides 5-8 (20 minutes)**
Introduce the concept of the agency, job site and worker as partners in workplace safety.
Present information related to the workplace safety responsibilities of the agency and job site:
 - Assess the workplace for hazards,
 - Ensure all workers are protected,
 - Comply with OSHA’s standards.

Present the 2 basic steps temporary workers can take to protect their own safety.

- *Know your rights.*
- *Recognize safety hazards.*

- **Workers Have Rights – Slides 9-19 (20 minutes)**

View the video “It’s About Workers’ Rights” and discuss the worker rights protected under the Occupational Safety and Health Act.

Provide information related to every worker’s right to:

- a safe workplace,
- ask questions and file a complaint,
- report injuries without being fired (Whistleblower Protection).

- **Recognizing Hazards – Slides 20-64 (3-6 hours)**

NOTE: *This section of the training can be expanded to include additional information related to the specific job assignment and work environment.*

- Hazardous Chemicals- Slides 23-28

If workers will be working with specific chemicals, the instructor should try to obtain the Safety Data Sheet (SDS) for one of them and use it instead of the sample SDS.

- Respiratory Hazards – Slides 29-32

For workers required to wear respiratory protection, use of the appropriate OSHA Respiratory Protection video is recommended. Videos are available for General Industry or Construction and in English or Spanish.

https://www.osha.gov/SLTC/respiratoryprotection/training_videos.html#video

- Machine Hazards – Slides 33-35
- Fall Hazards – Slides 36-40
- Electrical Hazards – Slides 41-44
- Materials and Handling – Slides 45-47
- Fire and Other Emergencies – Slides 48-54
- Heat Exposure – Slides 53-59
- Ergonomic Hazards – Slides 60-63

- **Summary – Slide 65 (5 minutes)**

- **Review – Slides 66 – 77 (20 minutes)**

Safety Isn't Temporary – Slide Presentation

"Safety Isn't Temporary" is designed to introduce workers hired on a temporary basis to basic information on worker rights and potential job site hazards.

Each slide includes either a suggested script or instructor notes to assist with preparing to lead the "Safety Isn't Temporary" class. Please review the script and notes prior to facilitating the class to become familiar with the content and avoid reading to the participants.

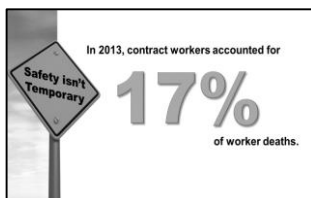
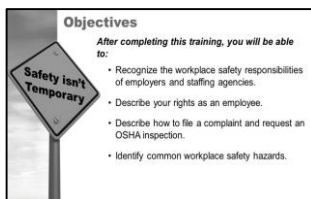
Approximate length: 4 - 7 hours depending on the incorporation of site specific details and the use of optional exercises and activities.



Welcome and Introduction

Learning Objectives: *Upon completion of this training, employees assigned to work in General Industry workplaces will be able to:*

- Recognize the responsibilities of employers and staffing agencies related to the safety of workers in general industry workplaces.
- Describe their rights as employees under the Williams-Steiger Occupational Safety and Health Act of 1970 (contacting OSHA, whistleblower protection, safety training, etc.).
- Describe the processes for filing a workplace safety complaint and requesting an OSHA inspection.
- Identify workplace safety hazards including but not limited to health hazards, safety hazards, heat stress, and ergonomic hazards.



The Occupational Safety and Health Administration (OSHA) and the National Institute for Occupational Safety and Health (NIOSH) are aware of numerous preventable deaths and disabling injuries of workers hired on a temporary or contract basis. According to information from the Bureau of Labor Statistics, contract workers accounted for 17% of worker deaths in 2013.

One example is the death of a 27-year-old employed through a staffing agency to work at a food manufacturing plant. While cleaning a piece of machinery, he was pulled into the machine by rotating parts, sustaining fatal injuries. Additionally, the company's permanent maintenance employees were trained on procedures to ensure workers were not exposed to energized equipment during maintenance or cleaning, but this training was not provided to workers employed through the staffing agency. *Source: Massachusetts Fatality Assessment and Control Evaluation (FACE) Program, 11MA050.*



Who are we talking about?

Workers employed through staffing agencies are generally called temporary or supplied workers. For the purposes of this training, "temporary workers" are those supplied to a host employer and paid by a staffing agency, whether or not the job is actually temporary.



Who's responsible for safety?

There are 3 very important partners who must work together to ensure the safety of temporary workers:

1. The Staffing Agency
2. The Job Site Employer (also referred to as the "host employer") and
3. YOU!



Who's responsible for safety?

When it comes to protecting temporary workers, Dr. David Michaels, Assistant Secretary of Labor, clearly states that **both** the staffing agency and the host site are employers of temporary workers and, therefore, **both** are responsible for providing and maintaining a safe work environment for those workers. They must work together to ensure that the Occupational Safety and Health Act of 1970 (the OSH Act) requirements are fully met.



Who's responsible for safety?

OSHA requires that "Each employer shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees."

To that end, staffing agencies and host employers must work together to ensure your safety. Some of the details they are responsible for include:

- Assess the workplace for hazards,
- Ensure all workers are protected,
- Comply with OSHA's standards.



Who's responsible for safety?

The third partner who plays a role in keeping workers safe is YOU! And there are 2 important things for you to do –

1. Know your rights and
2. Recognize hazards



All workers ALWAYS have the right to a safe and health workplace!

Whether temporary or permanent, **all workers always have a right to a safe and healthy workplace.**

Let's take a look at a video produced by OSHA that helps remind all workers that your rights as a worker, no matter what type of job you have, are important.

As you watch the video, be on the lookout for the types of rights workers have.



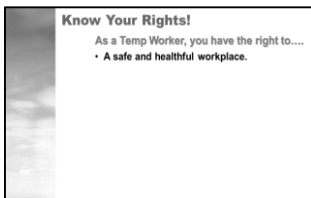
Video: "It's About Workers' Rights! (approx. length = 90 seconds)

Click the image to begin the video. It can also be found at: OSHA.gov located on YouTube at <https://www.youtube.com/watch?v=MjnWMQeuf10>

After viewing the video ask participants what workers' rights were featured –

1. Right to a safe workplace
2. Right to ask questions
3. Right to report injuries without being fired.

Lead a brief discussion on these rights and ask if participants are aware of other rights that ALL workers have. Advance to the next slide for additional worker rights.



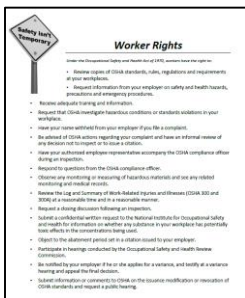
Know Your Rights!

Reiterate the 3 rights featured in the video and then explain that the Occupational Safety and Health Act of 1970 ensures that all workers have these and other rights. **Refer to Handout 1 - Workers' Rights – on page 5 of the Participant Manual** and review the rights, providing additional comments and information as needed:

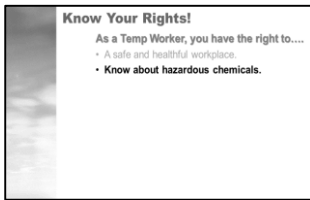
A safe and healthful workplace.

The Occupational Safety and Health Act of 1970 gave workers many new rights related to safety and health. Most importantly, the creation of OSHA provided workers the right to a safe and healthful workplace. Section 5(a)(1) of the OSH Act states: "Each employer shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees." A safe and healthful workplace means that hazards are removed and workers are trained. If a hazard cannot be removed completely, protection (for example, respirators or earplugs) must be provided.

It is the duty of the employers to provide workplaces that are free of known dangers that could harm their employees. This law also gives workers important rights to participate in activities to ensure their protection from job hazards

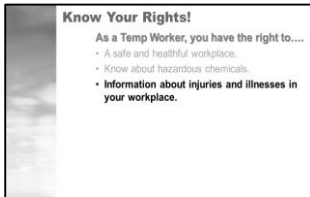


Handout 1: Workers' Rights
Pg 5 of Participant Manual



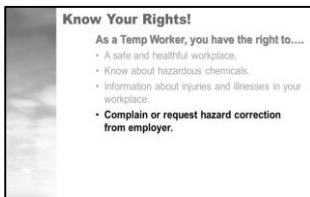
Know about hazardous chemicals.

The Hazard Communication standard, known as the “right-to-know” standard, requires employers to inform and train workers about hazardous chemicals and substances in the workplace. Employers must provide workers with effective information and training on hazardous chemicals in their work area.



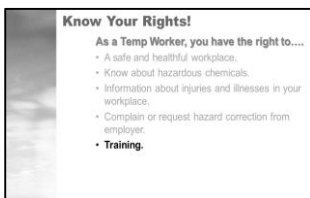
Information about injuries and illnesses in your workplace.

OSHA’s Recordkeeping rule requires most employers with more than 10 workers to keep a log of injuries and illnesses. The log, which is also called the OSHA 300, must contain all work-related injuries and illnesses resulting in lost workdays, restricted work or transfer to another job, as well as any incident requiring more than first aid treatment. You have the right to review the current log, as well as the logs stored for the past 5 years. The employer must provide this by the end of the next workday. The names and other information on the log may not be removed, unless the case is a “privacy concern case.” You also have the right to view the annually posted summary of the injuries and illnesses (OSHA 300A).



Complain or request hazard correction from employer.

Workers may bring up safety and health concerns in the workplace to their employers without fear of discharge or discrimination, as long as the complaint is made in good faith. OSHA regulations [29 CFR 1977.9(c)] protect workers who raise concerns to their employer or to OSHA about unsafe or unhealthful conditions in the workplace. You cannot be transferred, denied a raise, have your hours reduced, be fired, or punished in any other way because you have exercised any right afforded to you under the OSH Act. Since you are often closest to potential safety and health hazards, you have a vested interest in reporting problems so that the employer gets them fixed. If the hazard is not getting corrected, you should then contact OSHA.



Training.

You have a right to get training from your employer on a variety of health and safety hazards and standards that your employer must follow. We’re already discussed the training required under OSHA’s Hazard Communication (Right to Know) standard. Other required training includes chemical hazards, equipment hazards, noise, confined spaces, fall hazards in construction, personal protective equipment, and a variety of other subjects. The training must be in a language and vocabulary workers can understand.



File a complaint with OSHA.

You may file a confidential complaint with OSHA if you believe a violation of a safety or health standard, or an imminent danger situation, exists in your workplace. You may request that your name not be revealed to your employer. You can file a complaint on OSHA's web site, in writing or by telephone to the nearest OSHA area office. You may also call the office and speak with an OSHA compliance officer about a hazard, violation, or the process for filing a complaint. If you file a complaint, you have the right to find out OSHA's action on the complaint and request a review if an inspection is not made.



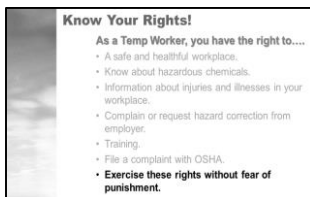
You have the right to file a complaint.

OSHA recommends that employees try to resolve safety and health issues first by reporting them to their host employer or temp agency. Since you are often closest to potential safety and health hazards, you have a vested interest in reporting problems so that your employer gets them fixed. If the hazard is not getting corrected, you should then contact OSHA.

Employees can complain to their local OSHA Area or Regional Office and ask for an inspection or an investigation. (Complaints to federal OSHA from workers in states with OSHA-approved state plans will be forwarded to the appropriate state plan for response.)

You may file a confidential complaint with OSHA if you believe a violation of a safety or health standard, or an imminent danger situation, exists in your workplace. You may request that your name not be revealed to your employer. You can file a complaint on OSHA's web site, in writing or by telephone to the nearest OSHA area office. You may also call the office and speak with an OSHA compliance officer about a hazard, violation, or the process for filing a complaint.

If you file a complaint, you have the right to find out OSHA's action on the complaint and request a review if an inspection is not made.



Exercise these rights without fear of punishment.

Workers have a right to seek safety and health on the job without fear of punishment. Workers may bring up safety and health concerns in the workplace to their employers without fear of discharge or discrimination, as long as the complaint is made in good faith.

OSHA regulations protect workers who raise concerns to their employer or to OSHA about unsafe or unhealthful conditions in the workplace. That right is spelled out in Section 11(c) of the OSH Act. The law says the employer shall not punish or discriminate against employees for exercising such rights as complaining to the employer, union, OSHA, or any other government agency about job safety and health hazards. This is referred to as "Whistleblower Protection."



Whistleblower Protection

“Whistleblower Protection” means you cannot be transferred, denied a raise, have your hours reduced, be fired, or punished in any other way because you have exercised any right afforded to you under the OSH Act. In fact, if a temporary worker exercises their rights and as a result is retaliated against in any of the ways listed, both the host employer and the staffing agency may be held liable.

If you believe you have been punished for exercising your safety and health rights, you must contact OSHA within 30 days.



BREAK

*This is usually a good time to allow participants to take a break, as you prepare to segue into a different topic: **Recognizing Hazards.***

NOTE: Additional breaks may be needed, but will be dependent on the amount of information and discussion for each topic. All of the following topics can be expanded on to include specific information related to the tasks and hazards the participants may encounter at their assigned job site.



Recognizing Hazards

Perhaps the best thing you can do to protect your safety is to be aware of potential hazards in the workplace and protect yourself.

NOTE: Refer participants to pages 3-5 on their participant manual and the chart entitled “Recognizing Workplace Health and Safety Hazards.” This resource was designed to accompany the slides that feature workplace hazards.



Recognizing Hazards

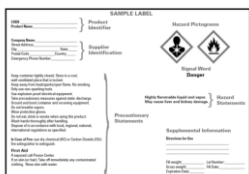
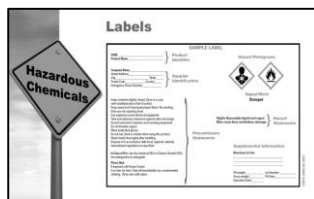
Different job sites will present different hazards. It’s important that you have at least a basic understanding of what types of tasks, environments, equipment and materials might present safety concerns. We’re going to review some of the most likely hazards you might encounter and what you should expect your staffing agency and/or job site to do to protect you from injury or illness.



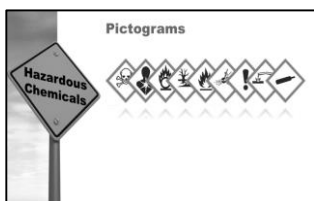
Hazardous Chemicals

Chemical hazards and toxic substances pose a wide range of health hazards (such as irritation, sensitization, and carcinogenicity) and physical hazards (such as flammability, corrosion, and reactivity).

Many workers are unaware of chemicals that create potential hazards in their work environment, making them more vulnerable to exposure and injury.



Handout 2:
Sample Label
Pg 6 of Participant Manual



Handout 3: GHS Pictograms
Pg 7 of Participant Manual



Sample Label for Hazardous Chemicals

Refer to Handout 2 – Sample Label for Hazardous Chemicals – on page 6 of the Participant Manual.

To help employers and worker identify important safety information about chemicals, chemical manufacturers are required to provide labels on shipped containers. These labels must include:

- product identifier,
- signal word,
- pictograms,
- hazard statements,
- precautionary statements, and
- the name, address and phone number of the responsible party.

Employers are also required to ensure that containers in the workplace are labeled. They may use the same label from the supplier or they may label workplace containers with other labeling systems in addition to the required information. All containers of hazardous chemicals in the workplace must at a minimum include the product identifier (name) and general information concerning the hazards of the chemical. Whatever method is used, workers must have access to the complete hazard information.

Pictograms

Refer to Handout 3 – GHS Pictograms – on page 7 of the Participant Manual.

Pictograms are graphic symbols used to communicate specific information about the hazards of a chemical. On hazardous chemicals being shipped or transported from a manufacturer, importer or distributor, the required pictograms consist of a red square frame set at a point with a black hazard symbol on a white background, sufficiently wide to be clearly visible. You may also see these pictograms on workplace chemical containers. Knowing the type of hazard each pictogram represents will help you protect yourself from any potentially harmful effects.

Safety Data Sheets

Safety Data Sheets (SDS) are the source of detailed information on a particular hazardous chemical. Employers must have copies of SDSs for all hazardous chemicals present in their workplaces and they must be readily available to workers when they are in their work areas during their work shifts. Some employers keep the SDSs in a notebook or binder in a central location (e.g., outside of the safety office, in the pick-up truck on a construction site). Others, particularly in workplaces with large numbers of chemicals, have the SDSs available on a computer or kiosk where they can be accessed electronically.



Handout 4: Safety Data Sheet
Pg 8 of Participant Manual

Safety Data Sheets

Refer to Handout 4 -- Safety Data Sheet (Greasy Grease) -- on page 8 of the Participant Manual

Review where workers can find important safety information. If it is known that workers will be using a particular chemical or product, try to obtain a copy of the SDS that can be used for this review.

Key Points to review:

Section 1: Product and Company Information. Identifies the chemical and provides brief description of its recommended use(s), and the contact information of the manufacturer, importer or other responsible party.

Section 2: Hazards Identification. Identifies the potential hazards of the chemical.

Section 3: Ingredients.

Section 4: First Aid Measures.

Section 5: Fire Fighting Measures.

Section 6: Accidental Release Measures. Describes how to respond to a spill.

Section 7: Handling and Storage. Provides guidance on handling and storage.

Section 8: Exposure Control/Personal Protection. Information on exposure limits and the PPE that should be used to protect workers from exposure.

Section 9: Physical and Chemical Properties. Details including what the product looks and smells like, its pH, melting point and freezing point.

Section 10: Stability and Reactivity.

Section 11: Toxicological Information. Provides details related to the symptoms and effects of exposure.



SDS Activity



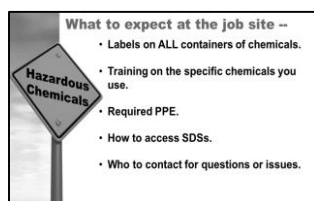
Handout 5: Understanding SDS
Pg 13 of Participant Manual

SDS Activity

Refer to Handout 5 – Understanding Safety Data Sheets – on page 13 of the Participant Manual

Using Handout 4 – Greasy Grease Safety Data Sheet, have participants complete the optional worksheet (Handout 5 – Understanding Safety Data Sheets) to practice locating important information on a Safety Data Sheet.

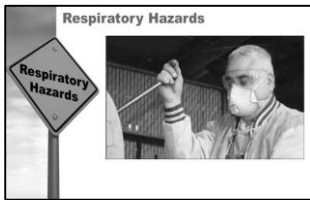
- ANSWERS:**
1. C.
 2. B. Found in Section 1
 3. D. Found in Section 5
 4. B. Found in Section 9
 5. D. Found in Section 8



What to expect at the job site --

Before you begin working in a area where hazardous chemicals are used, OSHA requires that your employer (in most cases the job site) provide you with:

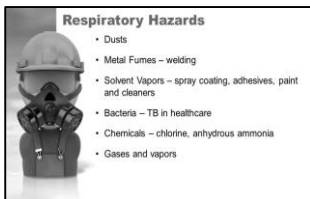
- Details about the specific chemicals that you will be working with or around,
- How you should protect yourself from their potential hazards,
- Required PPE,
- Information on where to locate the Safety Data Sheets, and
- Who to contact if you have questions or if an issue arises.



Respiratory Hazards

An estimated 5 million workers are required to wear respirators in 1.3 million workplaces throughout the United States. Respirators protect workers against insufficient oxygen environments or harmful dusts, gases, or vapors in the work area. Some of these hazards may cause cancer, lung impairment, diseases, or death.

Employers are required to identify and evaluate the respiratory hazard(s) in their workplaces and if needed, provide protection for workers.

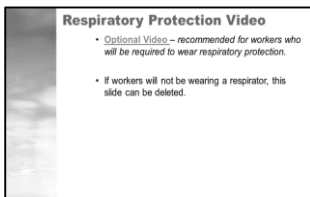


Respiratory Hazards

Respiratory hazards can exist in various forms at general industry worksites. They may be gases, vapors, dusts, mists, fumes, smoke, sprays, and fog. Some of these substances can make you sick or kill you if you breathe them in. Certain respiratory hazards act quickly, like carbon monoxide - an invisible, odorless gas - which can make you unconscious or kill you in minutes. While other respiratory hazards can take years to make you sick, like asbestos which can cause lung cancer years or even decades after you breathe it in.

Examples of respiratory hazards in general industry include, but are not limited to:

- *dusts, such as those found when adding dry ingredients to a mixture;*
- *metal fumes from welding, cutting, and smelting of metals;*
- *solvent vapors from spray coatings, adhesives, paints, strippers, and cleaning solvents;*
- *infectious agents, such as tuberculosis bacteria in healthcare settings;*
- *chemical hazards, such as chlorine gas and anhydrous ammonia in chemical processing and use operations; and*
- *oxygen deficiency, which might be found in confined spaces.*



Optional Video – “Respiratory Protection in General Industry”

For workers who will be required to wear respiratory protection, showing the appropriate respiratory protection video listed above is recommended. Videos are available for General Industry or Construction and in English or Spanish at: www.osha.gov/SLTC/respiratoryprotection/training_videos.html#video



What to expect at the job site –

If you are required to wear a respirator at work, your employer must:

- have a written respiratory protection program;
- provide appropriate respirators;
- provide worker medical evaluations – before you ever put on the respirator;
- respirator fit testing – before you work in the affected area;
- provide worker training about respiratory hazards and proper respirator use.

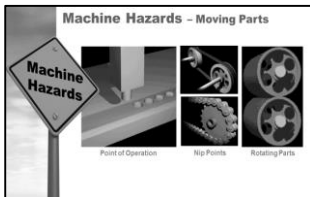


Machine Hazards

Moving machine parts have the potential to cause severe workplace injuries.

NOTE: Use the flipchart to brainstorm a list of the types of injuries that can result from accidents involving machinery. Encourage participants to share experiences or situations that they are familiar with.

Workers who operate and maintain machinery suffer approximately 18,000 amputations, lacerations, crushing injuries, abrasions, and over 800 deaths per year. Safeguards are essential for protecting workers from these preventable injuries. Any machine part, function, or process that may cause injury must be safeguarded.



Machine Hazards – Moving Parts

The purpose of machine guarding is to protect the machine operator and other workers in the area from hazards created by ingoing nip points, rotating parts, flying chips and sparks. Some examples of this are barrier guards, light curtains, and two-hand operating devices.



What to expect at the job site –

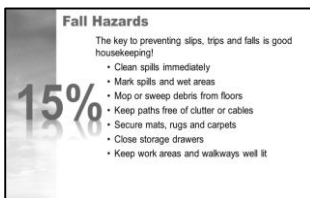
If you work with or around machines with moving parts, your employer must:

- provide training on how to operate the machinery safely;
- provide guards to prevent injury;
- ensure that the guards are in place and always used.



Fall Hazards

Falls are among the most common causes of serious work related injuries and deaths. Employers must set up the work place to prevent employees from slips and trips as well as from falling off of ladders, overhead platforms, elevated work stations or into holes in the floor and walls.



Fall Hazards

Slips, trips, and falls constitute the majority of general industry accidents. They cause 15% of all accidental deaths, and are second only to motor vehicles as a cause of fatalities. The key to preventing slips trips and falls is good housekeeping. Workplaces need to:

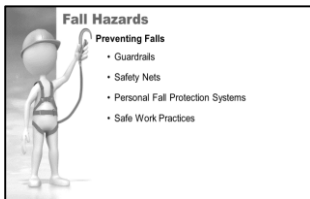
- Clean spills immediately
- Mark spills and wet areas
- Mop or sweep debris from floors
- Keep paths free of clutter or cables
- Secure mats, rugs and carpets
- Keep work areas and walkways well lit



Fall Hazards

OSHA requires that fall protection be provided at elevations of four feet or more. In addition, OSHA requires that fall protection be provided when working over dangerous equipment and machinery, regardless of the fall distance.

This picture shows a raised surface guarded by a standard railing to prevent workers from falling to the lower level. When workers have to work on elevated areas like this, OSHA requires that they be protected from falling. In this picture you can see the yellow railing and gate provides a protective barrier for workers.



Fall Hazards

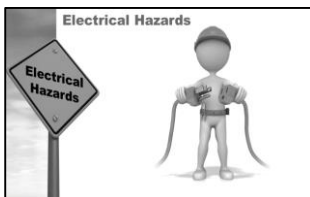
There are several ways employers can protect workers from falls, including through the use of conventional means such as guardrail systems, safety net systems and personal fall protection systems, the adoption of safe work practices, and the provision of appropriate training. If personal fall protection systems are used, particular attention should be given to identifying attachment points and to ensuring that workers know how to properly use and inspect the equipment.



What to expect at the job site –

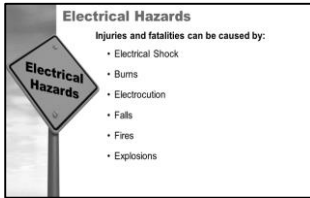
To prevent employees from being injured from falls, employers must:

- Keep floors in work areas in a clean and, so far as possible, a dry condition.
- Guard any floor hole into which a worker can accidentally walk (using a railing and toe-board or a floor hole cover).
- Provide a guard rail and toe-board around every elevated open sided platform, floor or runway.
- Regardless of height, if a worker can fall into or onto dangerous machines or equipment (such as a vat or acid or a conveyor belt) employers must provide guardrails and toe-boards to prevent workers from falling and getting injured.
- Other means of fall protection that may be required on certain jobs include safety and harness and line, safety nets, stair railings and hand rails.



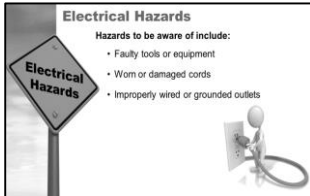
Electrical Hazards

Working with electricity can be dangerous and while engineers, electricians, and other professionals work with electricity directly, others, such as office workers and sales people, work with electricity indirectly and may also be exposed to electrical hazards.



Electrical Hazards

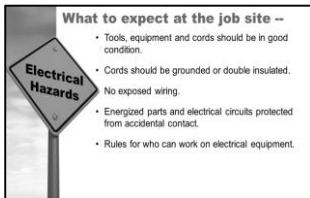
Electricity has long been recognized as a serious workplace hazard. OSHA's electrical standards are designed to protect employees exposed to dangers such as electric shock, electrocution, fires, and explosions.



Electrical Hazards

Many injuries related to electricity are related to problems that you may be able to identify. If you are aware of any electrical issues, make sure to notify someone. These issues can include:

- Faulty tools, equipment or wiring
- Worn electric cords, or improperly used or damaged extension cords
- Improperly wired or ungrounded outlets



What to expect at the job site --

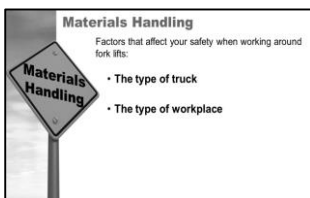
If you are working with electrical equipment – even basic power tools, your employer should have certain details in place to protect you:

- All electric tools and equipment should be safe and in good condition.
- Any cords should be grounded or double insulated.
- No exposed wiring.
- Energized parts and circuits should be enclosed in cabinets or protected from accidental contact.
- Clear rules about who is authorized to work on electrical equipment.
- Procedures for ensuring that equipment is de-energized during repair and maintenance.



Materials Handling

Powered industrial trucks, commonly called forklifts or lift trucks, are used in many industries, primarily to move materials. They can be used to move, raise, lower, or remove large objects or a number of smaller objects on pallets or in boxes, crates, or other containers.



Materials Handling

The hazards commonly associated with powered industrial trucks vary depending on the vehicle type and the workplace where the truck is used. Each type of truck presents different operating hazards. For example, a sit-down, counterbalanced high lift rider truck is more likely than a motorized hand truck to be involved in a falling load accident, because the sit-down rider truck can lift a load much higher than a hand truck. Workplace conditions also present different hazards. For example, retail establishments often face greater challenges than other worksites in maintaining pedestrian safety.

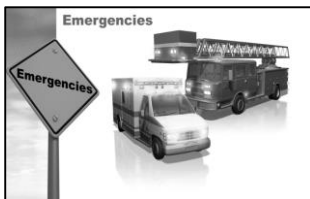


What to expect at the job site --

If you work on a job site where powered industrial trucks are used, your employer must:

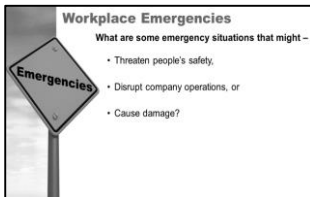
- Provide comprehensive training must be provided to all fork lift drivers. You should never be expected to drive a fork lift without being trained on the specifics to that specific truck and the conditions of the specific job site;
- Ensure that rules are in place to protect pedestrians working in areas where fork trucks are being used.

These are general safety protocols that you should expect in all workplaces where fork lifts are used, but best way to protect employees from injury also depends on the type of truck operated and worksite where it is being used.



Emergencies

Nobody expects an emergency or disaster -- especially one that affects them personally. Yet the simple truth is that emergencies and disasters can strike anyone, anytime, and anywhere. You and your co-workers could be forced to evacuate your company when you least expect it.



Workplace Emergencies

Emergencies can create a variety of hazards for workers in the impacted area. Preparing before an emergency incident plays a vital role in ensuring that employers and workers have the necessary equipment, know where to go, and know how to keep themselves safe when an emergency occurs.

A workplace emergency is an unforeseen situation that threatens your employees, customers, or the public; disrupts or shuts down your operations; or causes physical or environmental damage.

Note: Before advancing to the next slide, lead a brief discussion on some emergencies that might require workers to respond. Collect responses on an easel pad sheet and as participants offer ideas, explore how each of their ideas would either threaten people's safety, disrupt operations or cause damage.

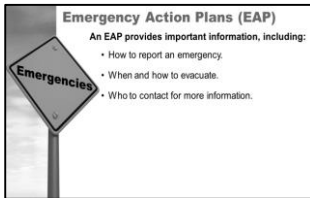
Examples (listed on the next slide):

- Floods,
- Hurricanes,
- Tornadoes,
- Fires,
- Toxic gas releases,
- Chemical spills,
- Radiological accidents,
- Explosions,
- Civil disturbances, and
- Workplace violence resulting in bodily harm and trauma.



Workplace Emergencies

Review the examples, continuing to explore how each could either threaten people's safety, disrupt operations or cause damage.

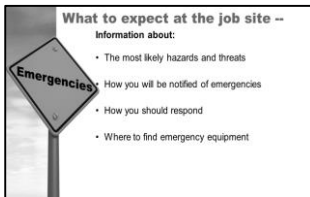


Emergency Action Plans

Once an employer has determined the types of emergencies most likely to impact their workplace, they should develop an emergency action plan that describes the designated actions employers and employees must take to ensure employee safety.

An emergency action plan should include the following:

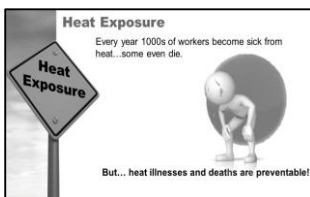
- How to report fires and other emergencies;
- When and how to evacuate the building;
- Who to contact for additional information or explanation of duties and responsibilities under the emergency plan;
- Procedures for worker who stay to perform or shut down critical plant operations, operate fire extinguishers, or perform other essential services that cannot be shut down for every emergency alarm before evacuating.



What to expect at the job site –

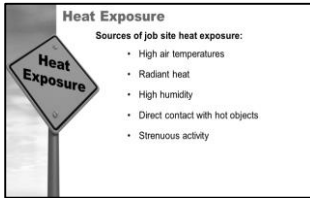
To ensure the safety of everyone in the building, employers must prepare for the various types of emergencies that could present hazards in their workplace and must provide workers with information and training on:

- Types of threats and hazards;
- Notification, warning, and communications procedures;
- Appropriate response;
- Emergency response procedures;
- Evacuation, shelter, and accountability procedures;
- Location and use of common emergency equipment; and
- Emergency shutdown procedures.



Heat Exposure

Heat exposure can be deadly. Every year, thousands of workers become sick from exposure to heat, and some even die. Heat illnesses and deaths are preventable and employers are responsible for providing workplaces safe from excessive heat.



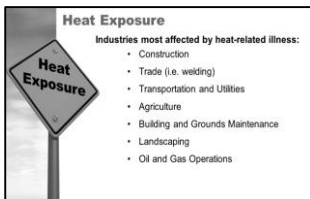
Heat Exposure

Many people are exposed to heat on the job, both outdoors or in hot indoor environments. Sources of heat include:

- high air temperatures,
- radiant heat sources,
- high humidity,
- direct physical contact with hot objects, or
- strenuous physical activities have a high potential for causing heat-related illness.

Note: Pose a question: What are some jobs that would potential result in workers being exposed to heat?

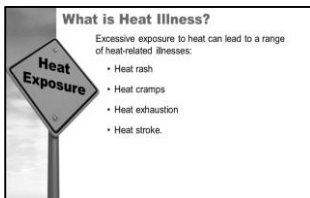
Allow time for responses and encourage as many as participants can think of before advancing to the next slide for examples.



Heat Exposure

Industries most affected by heat-related illness are:

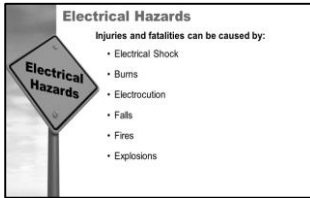
- construction;
- trade,
- transportation and utilities;
- agriculture;
- Building and grounds maintenance;
- landscaping services; and
- support activities for oil and gas operations.



What is Heat Illness?

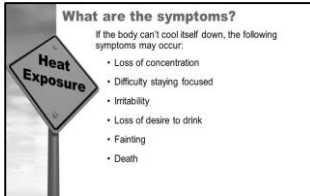
When a person works in a hot environment, the body must get rid of excess heat to maintain a stable internal temperature. It does this mainly through circulating blood to the skin and through sweating. When the air temperature is close to or warmer than normal body temperature, cooling of the body becomes more difficult. Blood circulated to the skin cannot lose its heat. Sweating then becomes the main way the body cools off. But sweating is effective only if the humidity level is low enough to allow evaporation, and if the fluids and salts that are lost are adequately replaced.

Excessive exposure to heat can cause a range of heat related illnesses, from heat rash and heat cramps to heat exhaustion and heat stroke. Heat stroke can result in death and requires **immediate medical attention**. Exposure to heat can also increase the risk of injuries because of sweaty palms, fogged-up safety glasses, dizziness, and burns from hot surfaces or steam.



Electrical Hazards

“Whistleblower Protection” means you cannot be transferred, denied a raise, have your hours reduced, be fired, or punished in any other way because you have exercised any right afforded to you under the OSH Act. In fact, if a temporary worker exercises their rights and as a result is retaliated against in any of the ways listed, both the host employer and the staffing agency may be held liable.



What are the Symptoms?

If the body cannot get rid of excess heat, it will store it. When this happens, the body's core temperature rises and the heart rate increases. As the body continues to store heat, the person begins to lose concentration and has difficulty focusing on a task, may become irritable or sick, and often loses the desire to drink. The next stage is most often fainting and even death if the person is not cooled down.



Preventing Heat Related Illness

Any worker exposed to hot and humid conditions is at risk of heat illness, especially those doing heavy work tasks or using bulky protective clothing and equipment. Protect yourself by:

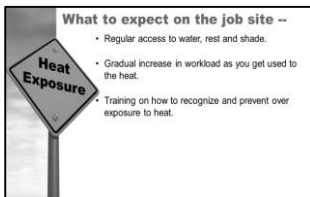
- Drinking water every 15 minutes
- Resting in the shade

Notes: If participants will be working assignments that have potential exposure to heat, check out the resources available on OSHA’s website that can be printed and provided to worker --

<https://www.osha.gov/SLTC/heatillness/edresources.html>

There also a free downloadable app --

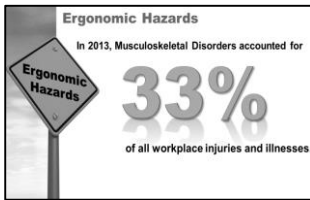
https://www.osha.gov/SLTC/heatillness/heat_index/heat_app.html



What to expect at the job site –

If your assignment requires prolonged exposure to heat, your employers should ensure that workers:

- have regular access to water, rest and shade;
- gradually increase workloads and allow more frequent breaks for new workers;
- modify work schedules as necessary;
- are trained on how to recognize the symptoms of heat-related illnesses ;
- are trained on how to prevent over exposure; and
- are monitored for signs of illness.



Ergonomic Hazards

Ergonomic hazards at work frequently lead to Musculoskeletal Disorders, or MSDs (such as sprains or strains resulting from repetitive motion) which are one of the leading causes of lost workday injury and illness.

In fact, according to the Bureau of Labor Statistics, in 2013 MSDs accounted for 33 percent of all injury and illness cases in 2013 with the highest rates among health care, transportation and warehousing, retail and wholesale trade and construction workers.

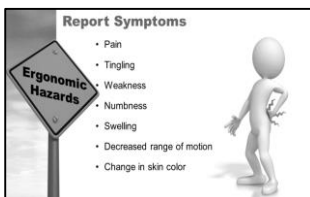


Risk Factors for MSDs

Workers in many different industries and occupations can be exposed to risk factors at work, such as lifting heavy items, bending, reaching overhead, pushing and pulling heavy loads, working in awkward body postures and performing the same or similar tasks repetitively. Exposure to these known risk factors for MSDs increases a worker's risk of injury.

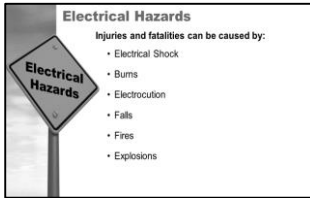
The risk of MSD injury depends on work positions and postures, how often the task is performed, the level of required effort and how long the task lasts. Risk factors that may lead to the development of MSDs include:

- Lifting heavy objects or people, pushing or pulling heavy loads, manually pouring materials, or maintaining control of equipment or tools.
- Working in awkward postures or being in the same posture for long periods of time.
- Using positions that place stress on the body, such as prolonged or repetitive reaching above shoulder height, kneeling, squatting, leaning over a counter, using a knife with wrists bent, or twisting the torso while lifting.
- Performing the same motion or series of motions continually or frequently for an extended period of time.
- Combined exposure to several risk factors may place workers at a higher risk for MSDs than does exposure to any one risk factor.



Report Symptoms

One of the most important things you can do is pay attention to your body's reaction to those activities and positions. There are early symptoms that could be related to your work and should be reported – many times a simple adjustments than can help prevent the progression of MSDs.



Electrical Hazards

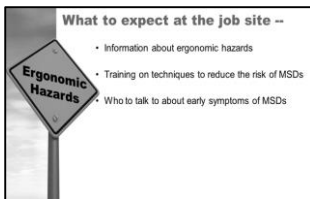
“Whistleblower Protection” means you cannot be transferred, denied a raise, have your hours reduced, be fired, or punished in any other way because you have exercised any right afforded to you under the OSH Act. In fact, if a temporary worker exercises their rights and as a result is retaliated against in any of the ways listed, both the host employer and the staffing agency may be held liable.



Top Jobs for MSDs

The Bureau of Labor statistics keeps track of all workplace injuries and illnesses. They have identified several jobs that are at a higher risk for MSDs:

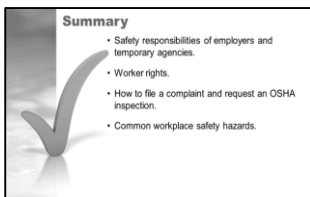
- Nurses and Nursing Assistants
- Laborers
- Janitorial Staff
- Truck Drivers
- Stock Clerks and Order Fillers
- Maintenance and Repair Workers



What to expect at the job site –

If you work on a job site where you are exposed to some of the ergonomic risks we have discussed, your employer should:

- Provide training to ensure that workers are aware of ergonomic hazards and techniques to reduce the risk of MSDs.
- Encourage early reporting of MSD symptoms.



Summary

During this class, you have been introduced to basic information about your safety and health while working as a temporary employee. We have covered:

- The workplace safety responsibilities of employers and temporary agencies.
- Your rights as an employee.
- How to file a complaint and request an OSHA inspection.
- How to identify common workplace safety hazards.



Check Your Understanding

Refer to Handout 6 – Check Your Understanding – on page 14 of the Participant Manual and have participants complete the worksheet and then use the remainder of the slides to check their answers.

Check Your Understanding

1. Who's responsible for the workplace safety of temporary workers?

ANSWER: A
Workplace safety is a partnership between:

1. The staffing agency.
2. The host job site, and
3. The worker.

Check Your Understanding

Question: *Who's responsible for the workplace safety of temporary workers?*

Answer: A. The staffing agency, the host job site and the worker.

Check Your Understanding

2. What 2 basic things can workers do to improve their safety at work?

ANSWER: B
Workers should

1. Know their rights, and
2. Recognize hazards.

Question: *What 2 basic things can workers do to improve their safety at work?*

Answer: B. Know their rights and recognize hazards.

Review

What are some of the rights ALL workers have under the Occupational Safety and Health Act?

ANSWER: D
All workers have the right to:

- A safe workplace.
- Know about the hazards of their jobs
- Training
- File a complaint
- Exercise these rights without fear of being punished.

What are some of the rights ALL workers have under the Occupational Safety and Health Act?

Answer: D. All of the above, plus others!

- A safe and healthful workplace.
- Know about hazardous chemicals.
- Information about injuries and illnesses in your workplace.
- Complain or request hazard correction from employer.
- Training.
- File a complaint with OSHA.
- Exercise these rights without fear of punishment.

Review

What is a pictogram?

ANSWER: C
Pictograms are graphic symbols used to communicate the hazards of a chemical.

Question: *What is a pictogram, and what does this one mean?*

Answer: *Pictograms are graphic symbols used to communicate specific information about the hazards of a chemical.*

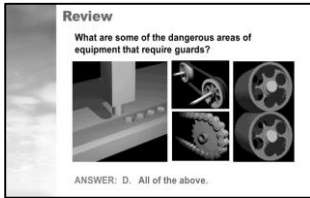
Review

If you are required to wear a respirator, what should you expect from your employer?

ANSWER: A
A medical evaluation
Fit-testing
Training

Question: *Respirators protect workers from breathing in gases, fumes, vapors and particles that can be hazardous. If you are required to wear a respirator, what should you expect from your employer?*

Answer: A. A medical evaluation, fit-testing and training



Question: Describe the injury risk in each of these pictures.

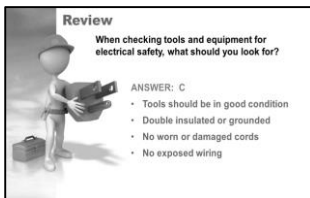
Answer: D. All of the above.

NOTE: Lead a review discussion on the hazards that point of operation, nip points, rotating parts can present and how guards should be used to protect workers.



Question: What is the key to preventing slips, trips and falls in the workplace?

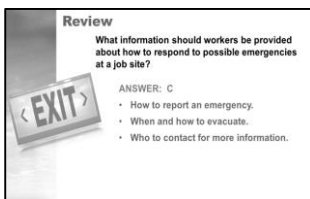
Answer: Good housekeeping



Question: When checking tools and equipment for electrical safety, what should you look for?

Answer: C.

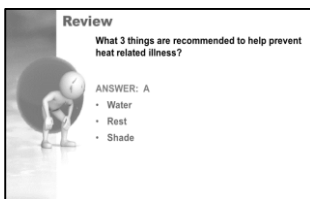
- Tools should be in good condition
- No worn or damaged cords
- Double insulated or grounded
- No exposed wiring



Question: What information should you be provided about how to respond to possible emergencies at your job site?

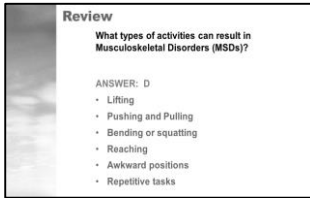
Answer: C. When and how to evacuate.

- How to report an emergency.
- When and how to evacuate.
- Who to contact for more information.



Question: What 3 things can help prevent heat related illness?

Answer: A. Water, Rest and Shade



Question: *What types of activities can result in Musculoskeletal Disorders (MSDs)?*

Answer: *D. All of the above.*

- *Lifting*
- *Pushing and Pulling*
- *Bending or squatting*
- *Reaching*
- *Awkward positions*
- *Repetitive tasks*

