Participant Manual

Safety Isn't Temporary

Ensuring the Safety of Agency and Contract Workers

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Safety Isn't Temporary

"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.

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.

Introduction

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.

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!

Workers' Rights

Under the Occupational Safety and Health Act of 1970, workers have the right to:

- Review copies of OSHA standards, rules, regulations and requirements at your workplaces.
- Request information from your employer on safety and health hazards, precautions and emergency procedures.
- Receive adequate training and information.
- Request that OSHA investigate hazardous conditions or standards violations in your workplace.
- Have your name withheld from your employer if you file a complaint.
- Be advised of OSHA actions regarding your complaint and have an informal review of any decision not to inspect or to issue a citation.
- Have your authorized employee representative accompany the OSHA compliance officer during an inspection.
- Respond to questions from the OSHA compliance officer.
- Observe any monitoring or measuring of hazardous materials and see any related monitoring and medical records.
- Review the Log and Summary of Work-Related Injuries and Illnesses (OSHA 300 and 300A) at a reasonable time and in a reasonable manner.
- Request a closing discussion following an inspection.
- Submit a confidential written request to the National Institute for Occupational Safety and Health for information on whether any substance in your workplace has potentially toxic effects in the concentrations being used.
- Object to the abatement period set in a citation issued to your employer.
- Participate in hearings conducted by the Occupational Safety and Health Review Commission.
- Be notified by your employer if he or she applies for a variance, and testify at a variance hearing and appeal the final decision.
- Submit information or comments to OSHA on the issuance modification or revocation of OSHA standards and request a public hearing.

Recognizing Workplace Health and Safety Hazards

Every worker has the right to a safe workplace, even temporary workers! The Occupational Safety and Health Act of 1970 was passed to prevent workers from being killed or seriously harmed at work. This law requires employers to provide workers with workplace free of known dangers. When it comes to your safety, there are 3 partners who must work together: the Staffing Agency, the Job Site Employer, and YOU! One of the best things you can do to protect your safety is to be aware of potential hazards in the workplace.

Here are some common safety hazards to help you stay safe no matter where you work:

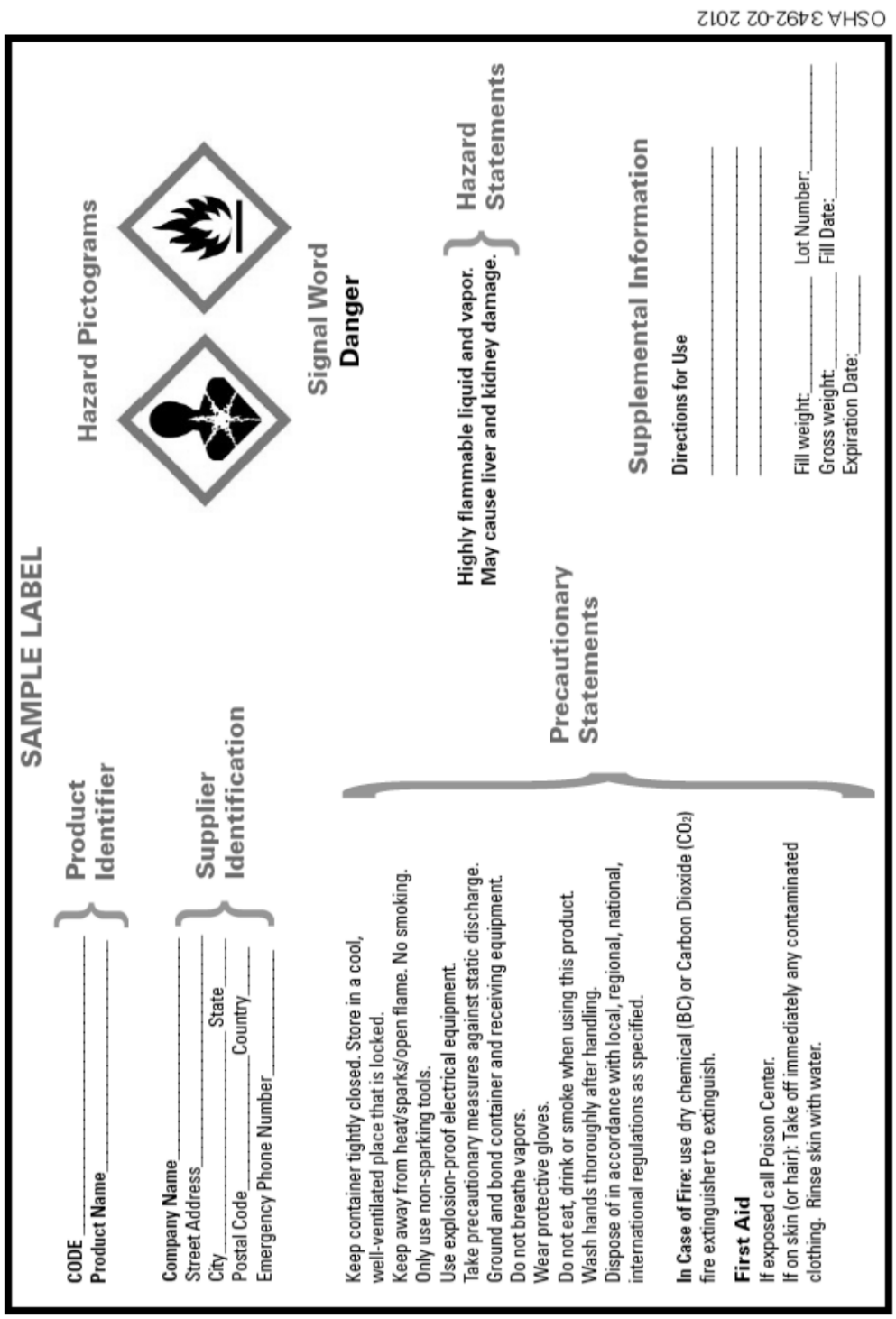
What's the Hazard?	What's the Danger?	What's the Requirement?
Hazardous Chemicals	Varies depending on the chemical. Effects can range from mild all the way up to death. Effects can include: • Skin, eye or respiratory irritation or damage • Allergic reactions • Cancer • Fire or explosion	Employers must provide: ▪ Labels ▪ Safety Data Sheets ▪ PPE ▪ Training
Respiratory Hazards *Dusts, vapors, fumes*	Varies depending on the respiratory hazard. Effects can range from mild all the way up to death.	If you are required to wear a respirator, your employers must provide: ▪ A medical evaluation to ensure that you are healthy enough to wear a respirator ▪ Fit testing to ensure that you know how to correctly wear the respirator. ▪ Training
Machinery *Ingoing nip points, rotating parts, flying chips and sparks*	Mild to severe injuries including cuts, amputations and death.	If you work with or around machines with moving parts, your employer must provide: • Training on how to operate the machinery safely • Guards to prevent injury

What's the Hazard?	What's the Danger?	What's the Requirement?
Slips, Trips and Falls *Bad housekeeping, tripping hazards, wet surfaces, unsafe ladders, elevated platforms*	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.	All workplaces must: • Keep floors clean and dry. • Provide guards and/or railings to prevent falls into openings or off of elevated surfaces. • Other fall protection may be required on certain jobs.
Electricity *Faulty tools, equipment or wiring; worn electric cords, or improperly used or damaged extension cords; improperly wired or ungrounded outlets*	Injuries and fatalities can be caused by: • Electrical Shock • Burns • Electrocution • Falls • Fires • Explosions	If you work with any electrical tools or equipment: • Tools, equipment and cords should be in good condition. • Cords should be grounded or double insulated. • No exposed wiring. • Energized parts and electrical circuits protected from accidental contact. • Rules for who can work on electrical equipment.
Fork Lifts *Hazards associated with powered industrial trucks vary depending on the vehicle type and the workplace where the truck is used.*	One of the most serious dangers with fork lifts is the possibility of overturning. Other common dangers include being struck by materials or the fork lift, and workers falling from the forklift.	If you work on a job site where forklifts are used, your employer must: • Provide comprehensive training to all fork lift drivers. • Never expect an untrained worker to drive a fork lift. • Ensure that rules are in place to protect pedestrians working in areas where fork trucks are being used.
Emergencies *Emergencies and disasters can strike anyone, anytime, and anywhere and workers could be forced to evacuate a job site.*	A workplace emergency is any situation that threatens your employees, customers, or the public; disrupts or shuts down operations; or causes physical or environmental damage.	Employers must provide workers with information and training on: • The most likely emergencies. • How you will be notified of emergencies. • How you should respond.

What's the Hazard?	What's the Danger?	What's the Requirement?
Heat *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.*	Excessive exposure to heat can lead to a range of heat-related illnesses: • Heat rash • Heat cramps • Heat exhaustion • Heat stroke.	If your assignment requires prolonged exposure to heat, your employers should ensure that workers: • Regular access to water, rest and shade. • Gradual increase in workload as you get used to the heat. • Training on how to recognize and prevent over exposure to heat.
Poor Ergonomics *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.*	These tasks can increase your risk of injury: • lifting heavy items, • bending, • reaching overhead, • pushing and pulling heavy loads, • working in awkward positions • performing the same or similar tasks repetitively.	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.

Sample Label for Hazardous Chemicals

OSH*A requires all hazardous chemical labels to have pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification. This is a A sample label, Identifying the required label elements.*



GHS Pictograms

As of June 1, 2015, OSHA's Hazard Communication Standard (HCS) requires pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background, framed in a red border and represents a distinct hazard(s).

Skull and Crossbones
Acute Toxicity – fatal or toxic

Health Hazard
Respiratory sensitization, Germ cell mutagenicity, Carcinogenicity, Reproductive toxicity, Target organ toxicity, Aspiration hazard

Exclamation Mark
Acute toxicity, Skin irritation, Eye irritation, Skin sensitization, Target organ toxicity

Flame Over Circle
Oxidizers

Flame
Flammables, Self Reactives , Pyrophorics, Self-heating , Emits Flammable Gas, Organic Peroxides

Corrosion
Corrosives

Exploding Bomb
Explosives, Self Reactives, Organic Peroxides

Gas Cylinder
Compressed gases, Liquefied gases, Refrigerated liquefied gases, Dissolved gases

Environment
Aquatic Toxicity

ABC Company

Greasy Grease

Section 1 – PRODUCT AND COMPANY INFORMATION

GREASY GREASE
CAS: 123-45-6
Identified Use: Machine Lubricant

Manufacturer:
ABC Company
1234 Happy Lane
Anytown, USA 12345-6789
www.abccompany.com

Emergency Phone 800-123-4567
Revised January 1, 2015

E-mail: sales@abccompany.com

Section 2 – HAZARDS IDENTIFICATION

Hazard Classification	Hazard Statement	Signal Word	Pictogram
Skin Irritant, Category 2	Causes skin irritation.	Warning	
Eye Irritant, Category 2B	Causes eye irritation		
Acute Oral Toxin, Category 4	Harmful if swallowed.		

Precautionary Statements

- Wear protective gloves.
- Wash hands thoroughly after handling.
- If on skin, wash with mild soap and warm water.
- If in eyes, rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
- If skin or eye irritation persists, get medical attention.
- Remove contaminated clothing and wash before re-use.
- Do not eat, drink or smoke when using this product.
- If swallowed, call a poison center or doctor if you feel unwell.
- Dispose of in accordance with local/regional/national/international regulations.

Other Hazards: None known.

Section 3 – INGREDIENTS INFORMATION

Substance/Mixture: Mixture

Ingredients:

Chemical/Common Name	CAS-Number
1-Decene homopolymer	68037-01-4
Organophillic clay	68953-58-2
Polytetrafluoroethylene	9002-84-0
Zinc oxide (2)	1314-13-2

Section 4 – FIRST AID MEASURES

- **In case of Skin Contact -** Remove contaminated clothing. Wash exposed area with soap and water. Wash contaminated clothing before re-use. If irritation persists, or if contact has been prolonged, get medical attention.
- **In case of Eye Contact -** Immediately flush eyes thoroughly with plenty of water for at least 15 minutes. Remove contact lenses. Hold eyelids open to irrigate fully. Get medical attention if irritation persists.
- **In case of Inhalation -** Vapors are not likely to injure, unless the product is heated. Get to fresh air if symptoms appear. If breathing has stopped, administer artificial respiration and get medical attention.
- **In case of Ingestion -** Do not induce vomiting. Call POISON CENTER or doctor/physician if feeling unwell.

Most important symptoms and effects: skin and eye irritation.
NOTE If irritation persists after any kind of body exposure, get medical help.

Acute symptoms: skin irritation, eye irritation.
Delayed symptoms: N/A

Recommendations for immediate medical care and special treatment:
In case of ingestion, call POISON CENTER or doctor/physician. Do not induce vomiting.

Section 5 – FIRE FIGHTING MEASURES

Flash Point (estimated)	420° F(215° C)
Autoignition temperature	590° F(310° C)

- **Extinguishing Media:** Carbon dioxide or dry chemical for small fires. Water spray, alcohol-type foam, or all-purpose foam, for large fires.
- **Special Fire Fighting Procedures:** Material will not burn unless preheated. Cool exposed containers with water. Do not direct a solid stream of water or foam into hot, burning pools; this may cause frothing and increase fire intensity. Firefighters should wear full bunker gear, self-contained, positive-pressure breathing apparatus, and protective clothing.
- **Unusual Fire and Explosion Hazards:** Streams of water are likely to spread fire. Use water spray only to cool containers. Will not flash spontaneously. Stable at ambient temperatures and pressures. Toxic fumes may be evolved on burning or exposure to heat.
- **Hazardous Combustion/Decomposition Products:** Hydrogen fluoride (HF), carbonyl fluoride, perfluoroolefin, carbon anoxide, fluorocarbons, carbon monoxide, carbon dioxide, and unidentified organic compounds.

Section 6 – ACCIDENTAL RELEASE MEASURES

Steps to be Taken in Case Material is Released or Spilled

- **Emergency Procedures:** Wear appropriate personal protective equipment according to the conditions; refer to Section 8 of SDS for details.
- **Methods for Containment:** Small spills can be collected or absorbed with appropriate absorbing materials.
  Soak up residue with an absorbent such as clay, sand, or other suitable material.
- **Clean Up Procedures:** Flush area with water to remove trace residues, but do not let product or contaminated water get to drains, sewers, or rainfall.
- *All spill response should be carried out in accordance with Federal, State, County/Provincial, and local requirements.*

Section 7 – HANDLING AND STORAGE

- **Recommendations for Safe Handling (Hygiene Practices):** Thoroughly wash after handling and before eating, drinking, or using tobacco products**.**
- **Conditions for Safe Storage:** Product will burn. Eliminate open flames, strong oxidizers, and other sources of ignition from the storage area. Keep containers closed to avoid contamination from airborne dust and moisture. Observe applicable fire codes. Store in accordance with good industrial practices. These include store in cool, dry area out of direct sunlight (below120º F, 49º C). Do not puncture or burn containers.
- **Ventilation** Usually not specifically required. No local exhaust required. General (mechanical) room ventilation may be adequate to maintain product and its components below TLV/PEL, if handled at ambient temperatures or in covered equipment. Local exhaust ventilation or other engineering controls may be required, if ambient temperatures are exceeded or if used in operations that may produce mist, aerosol, or vapor.

Section 8 – EXPOSURE CONTROLS – PERSONAL PROTECTION

Chemical/Common Name	% PEL	OSHA TLV	ACGIH
1-Decene homopolymer	70 to 90	5mg/m3	5mg/m3
Organophillic clay	5 to 25	10 mg/m3	0.1 mg/m3
Polytetrafluoroethylene	0.1 to 10	--	--
Zinc oxide (2)	0.1 to 10	5mg/m3	5mg/m3

- **Respiratory Protection** Usually none. If personnel exposure exceeds exposure limit at any time, select respiratory protection equipment in accordance with 29 CFR 1910.134. NIOSH approved atmosphere-supplying respirator or a NIOSH approved air-purifying respirator with organic vapor cartridge and dust/mist pre-filter is recommended.
- **Protective Gloves** If needed to avoid long-term or repeated contact; natural rubber, neoprene, nitrile (NBR), and butyl are recommended materials.
- **Other Protective Equipment** Safety glasses or goggles, and face shield, as appropriate for exposure.
- **Work Practices** Avoid long-term or repeated contact. Stained clothing should be removed and laundered before reuse. Avoid contact with eyes. Wear chemical goggles if there is likelihood of contact. Avoid prolonged or repeated contact with skin. Wear chemical resistant gloves and other clothing as required to minimize contact. Ventilation should maintain the concentration of the components below their TLV/PEL values.
- **Hygienic Practices** Avoid contact with skin and avoid breathing vapors. Do not eat, drink, or smoke in work area. Wash hands before eating, drinking, or using restroom after using this or any chemical product. Launder contaminated clothing before reuse.

Section 9 – PHYSICAL AND CHEMICAL PROPERTIES

Physical State: gel, sticky
Color: brown
Odor: odorless

Boiling Point.....NA
Vapor Pressure at 68º F (20º C).....NIL
Vapor Density (Air=1) .....NIL
VOC.....NIL
Solubility in Water.....NIL
Melting point .....NA

Specific Gravity (Water=1) 0.87
Percent Volatile by Volume (%).....NIL
Evaporation Rate (butyl acetate=1) …NIL
Pour point.....NA
pH .....NA

Section 10 – STABILITY AND REACTIVITY

- **Reactivity:** Stable under recommended transport or storage conditions.
- **Chemical Stability:** Stable under normal temperatures and pressures.
- **Incompatible Materials:** Strong oxidizing agents.
- **Will Hazardous Polymerization Occur?** No
- **Conditions to avoid:** Temperatures above 392º F (200º C).

Section 11 – TOXICOLOGICAL INFORMATION

Most likely route of exposure: dermal.
Symptoms: mild irritation.

Carcinogenicity: The components all meet the IP-346 criteria of less than 3 percent PAH's and are not considered carcinogens by NTP, IARC, or OSHA.

Acute Toxicity:

Oral LD50	Dermal LD50	Inhalation LC50
> 5 g/kg	> 2 g/kg	> 5 mg/L

Section 12 – ECOLOGICAL INFORMATION

No ecological or environmental effects known.

Section 13 – DISPOSAL CONSIDERATIONS

Waste Disposal Methods Consult Federal, State, County/Provincial, and Local regulations. Product is readily reclaimed from many applications; reclamation from spent fluids is encouraged where possible. At low concentrations in water, this product is biodegradable in a biological wastewater treatment plant. Where reclamation is not practical, this product may be incinerated where permitted under Federal, State, County/Provincial, and Local regulations, but only if the facility is capable of scrubbing out HF and other acidic products. Never dispose by means of public sewers or drainage. Empty containers should be recycled or disposed of through an approved waste management facility.

Section 14 – TRANSPORT INFORMATION

Not regulated.

Section 15 – REGULATORY INFORMATION

	1-Decene homopolymer	Organophillic clay	Polytetrafluoroethylene	Zinc oxide (2)
ACGIH	N	N	N	N
AIHA	N	N	N	N
ANSI	N	N	N	N
CFC	N	N	N	N
DOT Listed	N	N	N	N
EPA	N	N	N	N
OSHA listed	Y	Y	Y	Y
RCRA listed	N	N	N	N
SARA 313 list	N	N	N	N

Section 16 – OTHER INFORMATION

CAUTION Intentional misuse of this chemical product, as with any industrial chemical in contact with the body, can be harmful or fatal. This includes such things as deliberately breathing, placing in mouth, swallowing, placing on skin, or any other body contact, or repeated or continuous contact.

ABC Company provides this information in good faith, but makes no representation as to its comprehensiveness or its accuracy. This document is offered as a guide to a trained person, for appropriate precautionary handling. Persons using the product and receiving the information must exercise independent judgment in determining the appropriateness of the use and the safety information for their particular purpose.

Understanding Safety Data Sheets

Use the safety data sheet for Greasy Grease to answer the questions below.

1. What section of a Safety Data Sheet (SDS) provides information that describes the "most important symptoms and effect" of exposure?

A. Section 8—Exposure Controls
B. Section 2—Hazard Identification
C. Section 4—First Aid Measures
D. Section 1—Product and Company Information

2. Precautionary Statements provide information on how to prevent illness or injury, respond to emergencies, store and dispose of the hazardous chemical. Which of the following is an example of a Precautionary Statement related to Greasy Grease? **This information is found in Section _____ .**

A. In case of accidental exposure do not induce vomiting.
B. Do not eat, drink or smoke when using this product.
C. Store in well ventilated area and at temperatures between 55°-85° F.
D. May be disposed of in regular waste stream.

3. What type of fire extinguisher should be used for a fire that involves Greasy Grease? **This information is found in Section _____ .**

A. Carbon dioxide for small fires.
B. Dry chemical for small fires.
C. Water spray or foam for large fires.
D. All of the above are correct.

4. Which of the following most accurately describes the appearance of Greasy Grease? **This information is found in Section _____ .**

A. Slick, clear liquid.
B. Sticky, brown gel.
C. Oily, yellow liquid with a lemony smell.
D. Clear, oily liquid.

5. To avoid long-term or repeated contact with Greasy Grease, what type of gloves should be worn? **This information is found in Section _____ .**

A. Neoprene gloves.
B. Natural rubber gloves.
C. Nitrile gloves.
D. All of the above gloves are appropriate

Check Your Understanding

As a review of what was covered and discussed during the "Safety Isn't Temporary" training, circle the letter beside the best answer for each of the following questions.

1. Who is responsible for the safety of temporary workers?
   A. The staffing agency, the host job site and the worker.
   B. The Occupational Safety and Health Administration.
   C. Local law enforcement.
   D. Your company's Worker Compensation carrier.

2. What 2 basic things can workers do to improve their safety at work?
   A. Use common sense and get trained in CPR and first aid.
   B. Know their rights and be able to recognize hazards.
   C. Keep their cell phone turned on and close by.
   D. Use the buddy system and wear reflective clothing.

3. Which of the following are rights that ALL workers have under the Occupational Safety and Health Act?
   A. The right to a safe workplace.
   B. The right to file a complaint.
   C. The right to information about hazardous chemicals
   D. All of the above.

4. What is a pictogram?
   A. An amount slightly larger than a gram.
   B. An amount slightly smaller than a gram.
   C. A graphic symbol used to communicate the hazards of a chemical.
   D. A graphic symbol used to communicate the hazards of incorrect lifting.

5. If you are required to wear a respirator, what should you expect from your employer?
   A. A medical evaluation, fit-testing and training.
   B. A personal respiratory equipment kit with an air quality testing device.
   C. A medical evaluation if any symptoms develop while wearing the respirator.
   D. There are no requirements for respirator use.

6. Which of the following are dangerous areas on machinery and equipment that require guards?
    E. Point of operation.
    F. Nip points.
    G. Point of operation.
    H. All of the above.

7. What is the key to preventing slips, trips and falls in the workplace?
    A. Avoid walking whenever possible.
    B. Good housekeeping practices, like cleaning spills and keeping walkways clear.
    C. Wear shoes that fit properly.
    D. Hold hands with a co-worker to help steady each other.

8. When checking tools and equipment for electrical safety, what should you look for?
    A. The Good Housekeeping seal of Approval.
    B. Tools with cords at least 6 feet in length.
    C. Tools that are in good condition and that are double-insulated or grounded.
    D. None of the above.

9. What information should workers be provided about how to respond to emergencies at the job site?
    A. First aid procedures and CPR/AED training.
    B. The phone number for the local hospital(s)
    C. When and how to evacuate.
    D. Their manager's phone number.

10. What 3 things are recommended to help prevent heat-related illness?
    A. Water, Rest and Shade.
    B. Water, Rest and Cool Mint Gum
    C. Water, Rest and Shorts.
    D. Water, Rest and Wearing Shades

11. What activities can result in Musculoskeletal Disorders (MSDs)
    A. Lifting and reaching.
    B. Repetitive tasks
    C. Bending, squatting and awkward positions.
    D. All of the above.