

Host employer safety and training assessment

(to be completed by the staffing agency)

Host employer: _____ Date: _____

Host safety contact: _____

Staffing agency representative: _____

While the staffing agency should provide general safety training, host employers must provide site-specific safety training. Use this form to help evaluate a potential host’s safety program before sending workers to the location, and to ensure that hosts provide a safe and healthy work environment.

	Yes	No	Who will train?
<p>Emergencies: Is there adequate notification, procedures, and means of evacuation? <i>Host will train employee in emergency procedures, including exit routes, location of AED/first aid/fire extinguishers, and injury reporting.</i></p>			
<p>Incident and hazards reporting: Does host have an incident reporting procedure that includes accident analysis to prevent injuries from happening again? <i>Host will explain procedures, including who should be informed of incidents and hazardous conditions.</i></p>			
<p>Violence: Will employee work alone, perform cash transactions with public, work late night or early morning hours, work in a high crime area, or work with populations posing elevated risk for violence? <i>Host will train to minimize violence risk.</i></p>			
<p>Personal protective equipment (PPE): Are there hazards requiring PPE? <input type="checkbox"/> Safety glasses <input type="checkbox"/> Gloves <input type="checkbox"/> Hardhat <input type="checkbox"/> Hearing <input type="checkbox"/> Dust mask <input type="checkbox"/> Respirator <input type="checkbox"/> Chaps <input type="checkbox"/> Steel toe boots <input type="checkbox"/> Other _____ <ul style="list-style-type: none"> • Host will supply protective equipment. • Host will train on how to use and maintain PPE. </p>			
<p>First aid: Are adequate supplies available?</p>			
<p>Hazardous materials: Will employee be exposed to or handle hazardous chemicals/materials? Are safety data sheets available? <i>Host will review data sheets and safety procedures with employee.</i></p>			
<p>Lifting: Will employee perform lifting, pushing, or pulling tasks? <i>Host will train employee to perform these tasks safely.</i></p>			
<p>Equipment/machinery: Will employee use powered tools or equipment, or work around machinery? <i>Host will train employee to use equipment safely, including proper machine guarding. Host will train employee on lockout/tagout for equipment.</i></p>			

This form is intended as a general guide of safety hazards to consider. It does not encompass all potential hazards and training requirements. The safety of your workers remains your responsibility. For more information on safety requirements, visit [osha.oregon.gov](https://www.osha-oregon.gov)

<p>Vehicles/Forklifts: Will employee work near or around moving vehicles or forklifts? Is there formal forklift training for operators? <i>Host will train employee to avoid moving vehicle hazards.</i></p>			
<p>Floors, walkways, stairways: Are surfaces in good condition; well lit; free of obstacles; and free of water, grease, ice, and snow? Are there appropriate handrails? Is housekeeping good? <i>Host will train on footwear requirements and on preventing slips, trips, and falls.</i></p>			
<p>Fall from elevation: Will employee be working from heights that require a personal fall arrest system? Are ladders used? <i>Host will provide fall protection training and personal fall arrest system equipment that fits the employee.</i></p>			
<p>Blood: Is there potential exposure to blood or other infectious body fluids? Is there a blood borne pathogen program? <i>Host will train employee in bloodborne pathogen safety procedures.</i></p>			
<p>Ambient work environment: Will the worker be exposed to high temperatures (80° Fahrenheit and above) or have potential exposure to wildfire smoke? <i>Host will train on heat illness prevention plan and wildfire smoke plan.</i></p>			
<p>Other: Are there other hazards that have not been identified? Please list in the empty spaces below. <i>Host will train employee in the measures to control these hazards.</i></p>			

Notes: