**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? |
| **Emergencies:** Is there adequate notification, procedures, and means of evacuation?  *Host will train employee in emergency procedures, including exit routes, location of AED/first aid/fire extinguishers, and injury reporting.* |  |  |  |
| **Incident and hazards reporting:** Does host have an incident reporting procedure that includes accident analysis to prevent injuries from happening again?  *Host will explain procedures, including who should be informed of incidents and hazardous conditions.* |  |  |  |
| **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?  *Host will train to minimize violence risk.* |  |  |  |
| **Personal protective equipment (PPE):** Are there hazards requiring PPE?  🞏 Safety glasses 🞏 Gloves 🞏 Hardhat 🞏 Hearing 🞏 Dust mask  🞏 Respirator 🞏 Chaps 🞏 Steel toe boots 🞏 Other   * *Host will supply protective equipment.* * *Host will train on how to use and maintain PPE.* |  |  |  |
| **First aid:** Are adequate supplies available? |  |  |  |
| **Hazardous materials:** Will employee be exposed to or handle hazardous chemicals/materials? Are safety data sheets available?  *Host will review data sheets and safety procedures with employee.* |  |  |  |
| **Lifting:** Will employee perform lifting, pushing, or pulling tasks?  *Host will train employee to perform these tasks safely.* |  |  |  |
| **Equipment/machinery:** Will employee use powered tools or equipment, or work around machinery?  *Host will train employee to use equipment safely, including proper machine guarding. Host will train employee on lockout/tagout for equipment.* |  |  |  |
| **Vehicles/Forklifts:** Will employee work near or around moving vehicles or forklifts? Is there formal forklift training for operators?  *Host will train employee to avoid moving vehicle hazards.* |  |  |  |
| **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?  *Host will train on footwear requirements and on preventing slips, trips, and falls.* |  |  |  |
| **Fall from elevation:** Will employee be working from heights that require a personal fall arrest system? Are ladders used?  *Host will provide fall protection training and personal fall arrest system equipment that fits the employee.* |  |  |  |
| **Blood:** Is there potential exposure to blood or other infectious body fluids? Is there a blood borne pathogen program?  *Host will train employee in bloodborne pathogen safety procedures.* |  |  |  |
| **Ambient work environment:** Will the worker be exposed to high temperatures (80˚ Fahrenheit and above) or have potential exposure to wildfire smoke?  *Host will train on heat illness prevention plan and wildfire smoke plan.* |  |  |  |
| **Other:** Are there other hazards that have not been identified?  Please list in the empty spaces below.  *Host will train employee in the measures to control these hazards.* |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Notes: