

## Temp worker safety and health: Whose job is it?

More employers are using temporary workers; their numbers are growing every year. So, who is responsible for safety training? Personal protective equipment? Keeping records? Confused? Use this table as a guide.

***The host employer and the staffing agency are both responsible for ensuring the temporary worker has a safe and healthy place to work.***

	Host employer	Temp/staffing agency
Hazard control	Responsible for controlling and correcting all site-specific workplace hazards.	Must assure that workers are not sent to workplaces with uncontrolled hazards that put them at risk. Instruct workers to inform you of any uncontrolled hazards or other concerns.
Training	Provide thorough new employee orientation, including site and equipment-specific training. Examples may include lockout/tagout, equipment operation, use of tools, machine guarding, chemical use, personal protective equipment (PPE), ladders, emergency response, and other safety procedures.	Must assure host employer provides comprehensive site-specific training. May provide general safety training based on potential exposures.
Safety committee/ safety meetings	Include temp and leased employees in total employee count. If safety meetings are held instead of safety committee meetings, temp and leased workers must attend.	Establish a safety committee or hold safety meetings for staff who are not currently working at a host employer.
Personal protective equipment (PPE)	Conduct PPE hazard assessment to determine what PPE is needed. Provide PPE at no cost to temp employees and ensure it is used and maintained.	Take reasonable steps to ensure host employer conducts a PPE hazard assessment and provides necessary PPE. Be familiar with hazards at site and what PPE is necessary.
Accident reporting	Must report accidents to Oregon OSHA involving a fatality, overnight hospitalization, loss of an eye, and amputations or tearing of skin that result in bone loss. (See OAR 437-001-0704 for specific information.)	Because the host employer has control over the worker, the host employer should report accidents. The staffing agency may also report accidents to fulfill the reporting requirement.
Accident investigation	Coordinate transport and medical care with the staffing agency. Work with the staffing agency to complete accident investigation and make needed safety improvements.	Coordinate transport and medical care with the host employer. Work with the host employer to complete accident investigation and make needed safety improvements.
Recordkeeping	Keep medical records if medical monitoring is required. Record temp worker injuries and illnesses on your OSHA 300 and 300A logs. (See OAR 437-001-0700 to 431-001-0742 for specific information.)	Complete and file a claim form (801) with your workers' comp insurance carrier for all job-related injuries as soon as you are aware of the injury.

*This document is intended as guidance only for safety responsibilities and is not intended as all-encompassing for joint employer responsibilities. More detailed resources on joint employer safety and health responsibilities can be found at: [https://www.osha.gov/temp\\_workers/index.html](https://www.osha.gov/temp_workers/index.html).*