



Four Musts for Staffing Agencies

The staffing agency and host clients are joint employers of temporary workers, and both are responsible for providing and maintaining a safe work environment. Below are 4 *basic steps* staffing agencies should take, prior to placing temporary employees, to help ensure any host client being considered provides a safe working environment.

1. **Evaluate Host Employer's Worksite(s)** – The staffing agency should physically visit potential host client job sites to conduct their own hazard assessment. This assessment should be documented. In addition, a review of the host employer's website is recommended for comparison with on-site review. For more hazardous placements or possible excluded class code exceptions, staffing agencies without dedicated safety professionals should utilize a third-party safety consultant, e.g., one provided by their workers' compensation insurance providers. Cardinal Comp offers this type of service at no additional charge to our insureds.
2. **Train Agency Staff to Recognize Safety and Health Hazards** – Even if a staffing agency has a dedicated safety professional they cannot be everywhere at once. Teach agency representatives basic safety principles and typical hazards faced by temporary workers. Your Cardinal Comp Loss Prevention personnel can assist with this training.
3. **Review OSHA Injury/Illness Logs** – Ask to review host employers OSHA 300 logs. Details about “where and when” are recorded, along with the nature of the cases themselves. This information is important for evaluating the safety of a workplace and understanding industry hazards.
4. **OSHA Establishment Search** – OSHA's establishment search page or OSHA enforcement database allows you to search by company name, inspection number, or NAICS/SIC codes for OSHA violations that resulted from OSHA enforcement inspections. Go to <https://www.osha.gov/pls/imis/establishment.html>. All OSHA violations and complaints, if any, are listed in the “Violation Items” section. *Note: You may need a safety professional/consultant to help interpret the violation details. We will gladly assist our insureds with this type of interpretation as needed.*

Please contact us at lossprevention@cardinalworkcomp.com for additional advice or interpretation. We stand ready to assist our insureds with all the above issues as well as many other Loss Prevention concerns.

