



Host employers should do business with staffing firms that demonstrate their commitment to safety. The Safety Standard of Excellence® mark is one way firms show they follow safety best practices.

## Safety Responsibilities of Host Employers

If your organization uses temporary workers, it bears responsibility for the safety and health of those workers. In 2013, the U.S. Occupational Safety and Health Administration launched its Temporary Worker Initiative (TWI) focused on compliance with safety and health requirements when temporary workers are employed under the joint or dual employment of a staffing firm and a host employer.

TWI states that whoever is in the best position to ensure the safety and health of temporary workers has the obligation to do so. This means that if the host employer controls the “means and manner of work,” meaning it has control of workplace activities, conditions, and related hazards, it bears the responsibility for protecting that worker.

Below are some of the key measures host employers should undertake to ensure the safety of temporary workers:

- **Prior to contracting with a staffing firm, host employers should:**

- Provide the staffing firm with requested safety data and information for your organization – provide information that will allow them to make a determination as to the safety of your worksite.
- Allow the staffing firm physical access to the worksite to enable them to appropriately evaluate the safety of your worksite.

- **Prior to temporary workers beginning work at your organization’s worksite:**

- Provide temporary workers a site-specific orientation that includes emergency procedures, information on reporting injuries, and company safety policies and procedures.
- Provide temporary workers job-specific training including procedures, equipment, required PPE, and information on specific hazards the worker may encounter (chemical exposures, noise, etc.).
- Furnish PPE and train on its use, maintenance, etc. (if applicable).

- **In the event a temporary worker is injured while under supervision by the host employer, the host employer must:**

- Report injuries involving loss of an eye, amputation, or in-patient hospitalization to OSHA within required timeframe.
- Record the injury on their OSHA 300 log regardless of what their contract with the staffing firm might say.
- In addition, the host employer should conduct a thorough incident investigation and implement identified corrective actions by either party.
- If possible, the host employer should make every effort to accommodate return to work assignments as it reduces the “days away from work” OSHA metric.

The American Staffing Association (ASA) and National Safety Council (NSC) have created a workplace safety initiative exclusively for the staffing industry. The Safety Standard of Excellence® (SSE) program puts staffing firms through a rigorous assessment process and provides recognition for firms earning the SSE mark.

Host employers can search by company name or state to find staffing companies that have earned the prestigious Safety Standard of Excellence mark from ASA and NSC by visiting [americanstaffing.net/safety](http://americanstaffing.net/safety).



**National Safety Council**  
1121 SPRING LAKE DRIVE  
ITASCA, IL 60143-3201  
(800) 723-3643  
[nsc.org](http://nsc.org)



Staffing firms can demonstrate to potential clients their commitment to safety through participation in the Safety Standard of Excellence® program.



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## Safety Responsibilities of Staffing Firms

Promoting and ensuring temporary worker safety and wellbeing is the responsibility of every staffing firm. In 2013, the U.S. Occupational Safety and Health Administration launched its Temporary Worker Initiative, asserting that host employers and staffing firms share responsibility for ensuring worker safety and health.

Below are some of the key measures staffing firms should undertake to ensure the safety of their temporary workers:

- **Prior to contracting with a client, staffing firms should:**

- Visit the OSHA website to review citations; request safety data and information from the client; determine whether it meets your firm's safety criteria.
- Conduct a worksite assessment to physically inspect where workers will be placed; inquire about current safety programs and training to be provided to temporary workers.
- Offer contract language that clearly delineates the safety responsibilities of the staffing firm and host employer and your firm's rights with regard to the safety and health of your workers.

- **Prior to placing temporary workers:**

- Provide them with general safety orientation training and include topics such as Global Harmonization Standard (GHS), Powered Industrial Truck (PIT), and Bloodborne Pathogens, as appropriate.
- Determine whether the job requires PPE and if so, whether the host employer will supply, train, and maintain PPE for the temporary worker.

- **In the event a temporary worker is injured while under supervision by the staffing firm, the staffing firm must:**

- Report injuries involving loss of an eye, amputation, or in-patient hospitalization to OSHA within required timeframe.
- Record the injury on their OSHA 300 log regardless of what their contract with the host employer might say.
- In addition, the staffing firm should conduct a thorough incident investigation, preferably at the host employer worksite, and inform the host of desired corrective actions.
- If possible, the staffing firm should make every effort to return the temporary worker to work as it reduces the "days away from work" OSHA metric.

- **In the event a temporary worker is injured while under host employer supervision, the staffing firm should:**

- Communicate with the host employer to coordinate care for the injured worker.
- Ensure the host employer is aware of their obligation to report injuries involving loss of an eye, amputation, or in-patient hospitalization to OSHA within the required timeframe and record the injury on their OSHA 300 log.
- Conduct a thorough incident investigation, preferably at the host employer worksite, and inform the host of desired corrective actions.

- **Periodic worksite visits should be conducted by the staffing firm to ensure host employer operations, temporary worker assignments, or safety practices haven't materially changed.**

Staffing firms can now be formally recognized for their commitment to temporary worker safety and other areas of risk management. The Safety Standard of Excellence® (SSE) program has been designed by the American Staffing Association (ASA) and National Safety Council (NSC) to rigorously assess staffing firms for their adherence to industry best practices in the areas of worker selection, training and orientation, evaluation of client safety, incident investigation and post incident management, among other topics. The SSE program also provides recognition to staffing firms earning the prestigious Safety Standard of Excellence mark.

Become part of a leading group of companies that has committed to this program and are actively marketing the SSE program mark to their existing and prospective clients. **For more information, visit [americanstaffing.net/safety](http://americanstaffing.net/safety), call (800) 888-9188 or email [SSE@nsc.org](mailto:SSE@nsc.org).**