



An Initiative of the American Staffing Association and National Safety Council

Company name: _____

Job title(s): _____

Address: _____ City: _____ State: _____ Phone: _____

Evaluation Completed BY: _____ Branch Name / #: _____

Date: _____ Length of assignment: _____

Customer Contact(s): _____ Phone: _____

Customer Contact(s): _____ Phone: _____

Describe Client's Business, Process, environment, and end Product:

Describe details of associate(s) responsibilities in their assignment:

Yes / No	Safety Culture	Performance Measures / Leading Indicators / Host Request		
	Will client give safety orientation and training 1st day?	Reviewed	Request	Attached for Review
	Is safety training provided for each new operation?	1.) Review JSA for task assignment(s)		
<input type="checkbox"/>	Does client have written safety program?	2.) Review injury and illness reports		
<input type="checkbox"/>	Are written job descriptions available?	3.) Review OSHA enforcement History (OSHA.gov)		
	Are accident investigations conducted by the client?	4.) Reviewed Job Description(s)		
	Are corrective measures implemented and reviewed?	What are the client's accident/injury reporting procedures?		
	Will client allow us to conduct accident investigations?			
	Will client allow us to gather witness statements?			
Hazard Assessment		Hazard-Specific Programs (when associates are exposed)		
Yes / No		Yes / No	Yes / No	Training Provided
	Has an Emergency Action Plan been developed		Blood-borne Pathogens	
	Housekeeping program in place & jobsite is clean?		Hearing Conservation	
	Will associates work with materials requiring an SDS?		Hazard Communication	
	Will they receive training before use?		Respiratory Protection	
	Is driving involved?		LOTO	
	Forklift(s) driving involved, Type(s):			
Yes / No	Personal Protective Equipment (PPE) Type(s) Required	Yes / No	List Equipment Type(s)	List Machines Type(s)
	Eyes/Face:		Hand tools	Hydraulic Press
	Hearing (Decibels dBA):			
	Clothing:			
	Hands:			
	Head:			
	Feet:			
	Who will provide PPE Training?	Client	Staffing	
	Who will provide/pay for PPE?	Client	Staffing	

Self-Inspection Scope

Your self-inspections should cover safety and health issues in the following areas:

- **Processing, Receiving, Shipping and Storage** - equipment, heights, floor loads, projection of materials, material handling and storage methods, training for material handling equipment.
- **Building and Grounds Conditions** - floors, walls, ceilings, exits, stairs, walkways, ramps, platforms, driveways, aisles.
- **Housekeeping Program** - waste disposal, tools, objects, materials, leakage and spillage, cleaning methods, schedules, work areas, remote areas, storage areas.
- **Electricity** - equipment, switches, breakers, fuses, switch-boxes, junctions, special fixtures, circuits, insulation, extensions, tools, motors, grounding
- **Lighting** - type, intensity, controls, conditions, diffusion, location, glare and shadow control.
- **Heating and Ventilation** - type, effectiveness, temperature, humidity, controls, natural and artificial ventilation and exhausting.
- **Machinery** - points of operation, flywheels, gears, shafts, pulleys, key ways, belts, couplings, sprockets, chains, frames, controls, lighting for tools and equipment, brakes, exhausting, feeding, adjusting, maintenance, lockout/tagout, grounding, work space, location,
- **Personnel** - training, including hazard identification training; experience; methods of checking machines before use; type of clothing; PPE; use of guards; tool storage; work practices; methods for cleaning, oiling, or adjusting machinery.
- **Hand and Power Tools** - purchasing standards, inspection, storage, repair, types, maintenance, grounding, use and handling.
- **Chemicals** - storage, handling, transportation, spills, disposals, amounts used, labeling, toxicity or other harmful effects, warning signs, supervision, training, protective clothing and equipment, hazard communication requirements.
- **Fire Prevention** - extinguishers, alarms, sprinklers, smoking rules, exits, personnel assigned, separation of flammable materials and dangerous operations, explosion-proof fixtures in hazardous locations, waste disposal and training of personnel.
- **Maintenance** - provide regular and preventive maintenance on all equipment used at the worksite, recording all work performed on the machinery and by training personnel on the proper care and servicing of the equipment.
- **PPE** - type, size, maintenance, repair, age, storage, assignment of responsibility, purchasing methods, standards observed, training in care and use, rules of use, method of assignment.
- **Transportation** - motor vehicle safety, seat belts, vehicle maintenance, safe driver programs.
- **First Aid Program/Supplies** - medical care facilities locations, posted emergency phone numbers, accessible first aid kits.
- **Evacuation Plan** - establish and practice procedures for an emergency evacuation, e.g., fire, chemical/biological incidents, bomb threat; include escape procedures and routes, critical plant operations, employee accounting following an evacuation, rescue and medical duties and ways to report emergencies.