



## GOALS

### Goals: This safety session teaches employees:

- Why, as temporary workers, they are at increased risk of work-related injury
- How temporary workers can protect themselves from the most common hazards they will face

### Applicable Regulations: General Duty Clause Section 5(a) (1)



#### 1. If you are a temporary worker, you are at increased risk of occupational injury and illness. There are a lot of reasons for this, including:

- You're more likely to be "new" to this workplace, with less experience, and less familiarity with the hazards of this workplace.
- You may be eager to show that you're a hard worker and a team player who should become a part of our permanent workforce. This can lead you to perform job tasks you're not trained for or take risks you don't recognize.
- There may be unintended gaps between the health and safety training your temporary agency provided and the training we have provided, that neither you nor we are initially aware of.
- You may not be certain about what you should do when you see a hazardous situation in this workplace or how to respond to an emergency.

#### 2. The most important thing you can do to keep yourself safe is to understand the duties that go with your assigned job.

- Many temporary workers are injured when they attempt to do things that are outside their assigned job duties, such as operating equipment, performing job tasks they're not trained on, or entering restricted areas.
- Go over your job description, and make sure that you have received training in how to safely perform each task, operate each piece of equipment, and use any personal protective equipment (PPE) assigned to you.
- Do not do tasks outside your job duties for which you have not been trained, even if you have received training in those types of tasks at a different workplace at some point in the past. Unless you have been specifically instructed otherwise, only your current training applies to your current job.

#### 3. Make sure that you understand what to do in an emergency situation.

- Make sure that you understand our emergency alarm system and what each type of alarm sounds like.
- Make sure that you understand how and when to activate the emergency alarm system.
- Make sure that you know at least two exit routes from your work area and where the assembly point is.
- Make sure that you know where your nearest eyewash and safety shower are located if you work with or near hazardous chemicals.



#### 4. Ask your supervisor if you need additional safety-related information regarding your job.

- If you observe a situation that you believe to be hazardous, report it to your supervisor.
- If you are not certain whether a job is part of your assigned duties, ask your supervisor before you start on the task.
- If you need something that you cannot locate, such as a fresh pair of earplugs or a clean pair of work gloves, ask your supervisor where you can find what you need.
- Don't just "wing it." Part of your supervisor's job is to keep you safe.

#### 5. Report any work-related injuries, illnesses, or near misses to your supervisor.

- Don't try to decide for yourself whether an injury or illness is serious enough to require attention or whether it's reportable. That's a call for your supervisor to make.
- Near misses are an important tool for identifying and preventing hazards, so if you have a close call, tell your supervisor.

#### 6. Be aware of specific hazards in your work area. Make sure that you're familiar with:

- Any hazardous chemicals that you may work with or near and how to protect yourself against contact with those chemicals.
- Any machinery you may work with or near, and how to stay safe. Do not operate machinery you are not trained on, and do not perform servicing or maintenance that you are not trained or authorized to perform.
- Lockout/tagout markings and procedures. If a piece of equipment is locked or tagged out for service, do not attempt to operate it. You or a coworker could be hurt.
- What PPE your job requires, how to use it safely, how to keep it clean and in good working order, and when to replace it.



#### DISCUSSION POINTS:

- Temporary workers sometimes feel as if they are valued less than permanent workers. Make sure that you understand that you are vital to operations, and as a result, your safety matters.
- Temporary workers receive some of their training from the temporary agency. Review with your supervisor the areas in which you were trained by the agency, and make sure that your training has covered all of the subjects you will need.



#### CONCLUSION:

Don't let your status as a temporary worker lead you into a situation where you can do permanent harm to yourself or someone else. Understand your job duties and how to do them safely. Never attempt to do a job you're not trained or equipped to do, and you'll stay safe.



#### TEST YOUR KNOWLEDGE:

Have your employees take the Temporary Worker Safety quiz. By testing their knowledge, you can judge their understanding of temporary worker safety and whether they need to review this important topic again soon.



## TEMPORARY WORKER SAFETY QUIZ

- 1. Temporary workers face a decreased risk of injury at work compared with permanent or direct-hired employees.**  
a. True      b. False
- 2. Temporary workers may put themselves at risk of injury by:**  
a. Attempting to do jobs for which they have not received training  
b. Using equipment that they are not familiar with  
c. Thinking that training they have received at a different workplace is automatically applicable to their current workplace  
d. All of these
- 3. In order to stay safe in an emergency, you must:**  
a. Learn how to perform first aid.  
b. Wait for your supervisor to tell you what to do.  
c. Know at least two ways to get out of the building from your work area.  
d. Know the difference between a false alarm and a real emergency.
- 4. You should tell your supervisor:**  
a. If you observe a hazardous condition  
b. If you are injured on the job  
c. What your coworkers are up to  
d. Both a and b
- 5. If you suffer a work-related injury or illness, get the first-aid kit and take care of it on your own.**  
a. True      b. False
- 6. It is important to report near misses because having a "close call" can cause psychological problems.**  
a. True      b. False
- 7. If you work with or near chemicals, make sure that you know:**  
a. Where the nearest emergency eyewash and safety shower are located  
b. Where the first-aid kit is  
c. Where the nearest fire extinguisher is  
d. How to call the fire department
- 8. If a piece of equipment is locked or tagged out of service, you should not:**  
a. Point that out to your coworkers.  
b. Let your supervisor know.  
c. Attempt to operate the equipment.  
d. Both a and c.
- 9. If you are trained to operate a piece of equipment, you are also expected to perform servicing and maintenance activities for that equipment.**  
a. True      b. False
- 10. As a temporary worker, some of your training may be provided by the temporary agency and some by the employer whose site you are assigned to.**  
a. True      b. False

When you have completed this quiz, turn it in to your supervisor.

Name: \_\_\_\_\_

Date: \_\_\_\_\_



# Safety **Temporary Worker** Trainer **Safety**

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## **ANSWERS TO TEMPORARY WORKER SAFETY QUIZ**

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1. b. False. Temporary workers face an increased risk of injury at work compared with permanent or direct-hired employees.
2. d. All of these.
3. c. Know at least two ways to get out of the building from your work area.
4. d. Both a and b.
5. b. False. If you suffer a work-related injury or illness, report it to your supervisor.
6. b. False. It is important to report near misses because a near miss can be an important tool for identifying and preventing hazards.
7. a. Where the nearest emergency eyewash and safety shower are located.
8. c. Attempt to operate the equipment.
9. b. False. Only employees who are trained to service equipment should do so.
10. a. True.