

General Information

Company Name		Date	
Address		Phone	
Person(s) Interviewed		Interviewer	
Nature of Operations: Describe service or finished product			
W/C Code	Description	Experience Mod	
# of Employees	Department	# of Temporary Employees Used	Department
In what departments do temporary employees work?			
Do you maintain an OSHA Log? ☐ YES ☐ NO	May we review the current and prior years? ☐ YES ☐ NO	Any Specific Department with excessive W/C claims?	
Current Year # Of Accidents	Type Accidents/Comments		
Prior Year # of Accidents	Type Accidents/Comments		

Safety Program Information

Is there a written safety policy?	☐ YES	☐ NO
Do temporary employees receive written safety rules including what to do in an emergency?	☐ YES	☐ NO
Is there a procedure in place to ensure employees comply with safe and healthy work practices? Describe.	☐ YES	☐ NO
Are required posters (W/C and OSHA) posted where all employees will see them?	☐ YES	☐ NO
Do temporary employees receive safety orientation at time of initial assignment?	☐ YES	☐ NO
Is orientation documented?	☐ YES	☐ NO
Will we be provided documentation?	☐ YES	☐ NO
Is there a training program for specific job hazards provided to temporary employees at the time of initial assignment	☐ YES	☐ NO
Is training documented?	☐ YES	☐ NO
Will we be provided documentation?	☐ YES	☐ NO
Is training provided when a temporary receives a new job assignment?	☐ YES	☐ NO
Is training documented?	☐ YES	☐ NO
Will we be provided documentation?	☐ YES	☐ NO
Is there a written hazard communication program in place?	☐ YES	☐ NO
Do temporary employees receive training at time of initial assignment?	☐ YES	☐ NO
Is training documented?	☐ YES	☐ NO
Will we be provided documentation?	☐ YES	☐ NO
Do you have material safety data sheets covering all hazardous material in the workplace?	☐ YES	☐ NO
Are MSDS available to temporary employees?	☐ YES	☐ NO
Is training provided to temporary employees regarding new hazards, chemicals, procedures or previously unrecognized hazards?	☐ YES	☐ NO
Are employees encouraged to report hazards?	☐ YES	☐ NO
Is there a procedure to identify, evaluate, and correct workplace hazards? Describe	☐ YES	☐ NO
Do you have a safety incentive program?	☐ YES	☐ NO
Are temporary employees included?	☐ YES	☐ NO
Do you have regular safety meetings and are these documented?	☐ YES	☐ NO
Are temporary employees included?	☐ YES	☐ NO

Personal Protective Equipment Information

Is there a written personal protective equipment program		☐ YES	☐ NO
Do you provide the temporary employees with required personal protective equipment?		☐ YES	☐ NO
Type	Required	Description With Specifications	
Eye/Face	☐ YES ☐ NO	☐ Glasses	☐ Goggles ☐ Face shields
Head	☐ YES ☐ NO	☐ Hard hat	
Hearing	☐ YES ☐ NO	☐ Earplugs	☐ Earmuffs
Respirator	☐ YES ☐ NO	☐ Dust mask	☐ Cartage ☐ Auxiliary air supply
Safety Shoes	☐ YES ☐ NO	☐ Steel Toed	☐ Skid/slip resistance ☐ Rubber sole
Work Gloves	☐ YES ☐ NO		
Back Belts	☐ YES ☐ NO		

Accident/Injury Management Information

What are the procedures for reporting accidents/injuries?

What medical facilities do you use?

Will you cooperate with and provide access for our representatives to investigate accidents involving our temporary employees?

☐ YES ☐ NO

Are accident investigations reviewed and follow up done on corrective actions?

☐ YES ☐ NO

Do you have first aid capabilities on premises?

☐ YES ☐ NO

Facility Tour (Office/Clerical Environments)

Conditions	Satisfactory	Unsatisfactory	N/A	Comments
<i>Housekeeping</i>				
Are aisles, passages ways clean/properly illuminated?	☐	☐	☐	
Are work areas clean, sanitary, orderly, and adequately illuminated?	☐	☐	☐	
Proper use of extension cords?	☐	☐	☐	
Are building exits adequate and properly marked?	☐	☐	☐	
Are exits free of obstruction?	☐	☐	☐	
Proper storage of supplies and material?	☐	☐	☐	
Adequate ventilation?	☐	☐	☐	
Yards, parking lots clean?	☐	☐	☐	

Facility Tour (Office/Clerical Environments) Continued

<i>General Safety</i>				
Are employee safety rules observed?	☐	☐	☐	
First aid kits adequate?	☐	☐	☐	
Absence of horseplay?	☐	☐	☐	
Absence of running in aisles/stairways?	☐	☐	☐	
Is lifting required? How much weight_____	☐	☐	☐	
Proper lifting techniques in place?	☐	☐	☐	
Are MSDS available for office area chemicals?	☐	☐	☐	

Fire Protection

Are the evacuation and
emergency plans posted?

☐☐☐

Are portable fire
extinguishers accessible?

☐☐☐

Are fire extinguishers'
locations clearly
designated?

☐☐☐

Summary

What is the general attitude toward temporary employees at this facility?

What is the general attitude toward safety at this facility?

Does this worksite appear to be a safe place for our employees to work?

☐ YES

☐ NO

Completed By:

Date: