

Alberta Small Employer OHS Legislated Requirements

Industry Code: 86911
Staffing Services

This document is a guideline only. Employers have a responsibility of assessing all applicable occupational health and safety legislation, for the tasks they are performing.

Employers in this industry are engaged in the provision of short-term, temporary or project-based staff to third party clients who require manual labour related services to cover off during holidays, illness, maternity leave, times of increased workloads and other anticipated or unexpected demands.

Task description	Type of equipment used and workers employed
<p>The workers supplied, are retained on the payroll of the staffing service, although they are under the direction and control of the client. The staffing company charges the client a labour rate along with an administrative fee.</p> <p>This will include, but is not limited to: warehouse/stock and shipping/receiving, swampers, sorting and packaging, cooks/chefs, caterers/kitchen help, construction and trade helpers, maintenance work, painting, site clean-up, wood cutting, fence builders, etc.</p>	<p>Equipment used will depend on the work site hired out to as will the type of workers employed.</p>

Relevant sections of OHS Legislation:

Occupational Health and Safety Act

- Section 3,4,5** Obligations of employers, workers, etc.
 40 Serious injuries and accidents
 53 Investigation of injury or incident
 31 Right to refuse dangerous work
 36 Discriminatory action complaint
 16-17 Joint Work Site Health and Safety Committees and Health and Safety Rep.

Occupational Health and Safety Regulation

- Section 7** Availability of specifications
 12 Equipment
 13 General protection of workers
 14 Duties of workers
 15 Safety training

Occupational Health and Safety Code (2009)

Part 1

Section

- | | | |
|-------------------------------------|-----|-----------------------------------|
| Definitions and General Application | 2.2 | Designated person to prepare plan |
|-------------------------------------|-----|-----------------------------------|

Part 2

Section

- | | | |
|--|-------------|---|
| Hazard Assessment, Elimination and Control | 7
8
9 | Hazard assessment
Worker participation
Hazard elimination and control |
|--|-------------|---|

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Part 3	Section	
Specifications and	12	Following specifications
Certifications	13	Manufacturer's and Professional Engineer's specifications
	14	Certification by a professional engineer
	15	Approved equipment

Part 7	Section	
Emergency	115	Emergency response plan
Preparedness and	116	Contents of plan
Response	117	Rescue and evacuation workers
	118	Equipment

Part 11	Section	
First Aid	178	Providing services, supplies, equipment
	179	Location of first aid
	180	Emergency transportation
	181	First aid providers
	182	Duty to report injury or illness
	183	Record of injury or illness
	184	First aid record access
	Refer to Schedule 2	

Part 12	Section	
General Safety	185	Housekeeping
Precautions	186	Lighting
	189	Securing equipment and materials

Part 14	Section	
Lifting and Handling	208	Equipment
Loads	209	Adapting to heavy or awkward loads
	210	Assessing manual handling hazards

Part 15	Section	
Managing the Control of Hazardous Energy	212	Isolation
	213	Verifying isolation
	214	Securing by individual workers
	215.3	Returning to operation

Part 18	Section	
Personal Protective Equipment	228	Duty to use personal protective equipment

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Part 22		Section
Safeguards	310	Safeguards
	311	Tampering with safeguards
	312	No safeguards

Part 24		Section
Toilets and Washing Facilities	354	Restrictions by employer
	355	Drinking fluids
	356	Exception (temp. site)
	357	Toilet facilities
	359	Hand cleaning facilities
	360	Supplies and waste receptacle
	361	Condition of facilities

Part 27		Section
Violence and Harassment	389	Hazard assessment
	390	Violence prevention plan
	390.4	Harassment prevention plan
	391	Training of workers
	391.1	Investigation and reporting of incidents

Part 28		Section
Working Alone	393	Application
	394	Precautions required (communication)

Part 29		Section
Workplace Hazardous Materials Information System (WHMIS)	397	Training
	398	Label required
	400	Decanted products
	404	Safety Data Sheet - Supplier
	406	Information current (SDS)
	407	Availability of Safety Data Sheet