Tips For Temporary Agencies



YOU CAN…

- Reduce costs.
- Increase profits.
- Improve experience modification.
- Retain high quality employees.
- Improve quality of new hires.

BE COMMITTED TO YOUR EMPLOYEES

ACCIDENT INVESTIGATIONS

- Conduct investigations immediately.
- Write down all details.
- Take pictures.
- Note witness names, addresses and phone numbers.
- Confer with client about how to avoid future mishaps.

CLAIMS MANAGEMENT

- Report claims immediately.
- Know your claims adjuster.
- Call for frequent updates.
- Monitor progress of treatment.

CLIENT ASSESSMENT

- Complete an on-site inspection.
- Verify training.
- Visually confirm that employees are wearing appropriate safety equipment.
- Verify OSHA compliance.
- Regularly attend clients’ safety meetings.
- Review claims reporting procedures with client.

DUAL LIABILITY

- Under California Labor Code both the primary and secondary employer may be cited in certain situations.

HIRING

- Require a completed application.

- Check references.
- Background checks are recommended.
- Require pre-employment drug testing.
- Perform post-hire physicals.
- Establish a “Code of Safe Practices.”
- Communicate your safety focus.

MEDICAL MANAGEMENT

- Establish rapport with your industrial clinic.
- Identify clinics where your clients are located.
- Maintain contact with your injured worker.

MODIFIED WORK

- Offer modified work whenever possible.
- Let your claims adjuster know you have modified work available.

PRE-CLIENT ASSESSMENT

Subscribe to a service that identifies experience modification ratings.

Consult available resources to identify hazards associated with specific industries.

TRAINING

- Test job skills.
- Refer only qualified candidates.
- Insure employees are trained for the assigned job.
- Refresh training regularly.

VIOLENCE

- It is your responsibility to provide a safe working environment.
- Listen to your employees concerns.
- Encourage communication.

SAFETY BEGINS ON DAY 1

Make it a way of life. Return your employees home safely to their families tonight.