



Temporary and Casual Staff

Introduction

Shropshire Council will take all necessary measures to ensure the health and safety of any temporary and casual staff in its employment. The implementation of this policy requires the co-operation of management and staff in all Service Areas. Any problems connected with temporary or casual staff should be reported to a responsible person so that remedial action can be taken.

Arrangements for ensuring the health and safety of workers

The information required to be provided by Service Areas to any person whom they employ under a fixed-term contract must include the following:

- the qualifications and skills required to do the work safely
- the health surveillance to be provided by the temporary worker under statutory provisions
- the risks to health and safety identified by workplace assessments
- any preventative measures to be taken
- safe working procedures
- the identity of the competent person taking charge during an emergency
- any risks notified to Shropshire Council arising from a shared workplace.

Service Areas will have to ensure that the employee is competent to do the job and must make, arrangements for any health surveillance necessary to be conducted prior to the employee starting work.

The Management of Health and Safety at Work Regulations (MHSWR) also apply to temporary employees who work for Shropshire Council through an employment agency. If Shropshire Council wishes to use an employment agency, the agency must be provided with information on the following:

- qualifications or skills required to carry out the work safely
- the specific features of the job which relate to the employee's safety.
- Under regulation 10 of the MHSWR, Shropshire Council must ensure that employees from the agency are provided with information on the following:

- risks to health and safety arising out of the work
- measures taken to comply with statutory provisions
- the nominated person in their work area responsible for implementing emergency procedures.

Information and training

As with new staff, temporary or casual employees will be unaware of Shropshire Council procedures. There will be a need for them to undergo a certain amount of induction training, though not as extensively as for permanent staff. They should be made aware of the existing emergency procedures and the action to be taken should an emergency situation arise.

- Safety training should cover topics similar to those included on the induction course. Additional topics that could be dealt with include:
 - the work area - what the Service Area does, what part of the process or system the employee fits into and what the employee will be expected to do while at work
 - system of work - location of the work area, process information or machinery operation instructions
 - personal protective equipment (PPE) - types available (the employer should supply all personal protective and give basic instruction as to how, when and where it should be used)
 - health surveillance - the employee must be provided with information on any health surveillance that may be required under statute law
 - site safety rules - in order for temporary workers to conform to site procedures, site rules must be brought to their attention and in particular any safety rules relating to their Service Area or work area.

Service Areas must ensure that the temporary worker is competent to do the job or, in the case of a casual worker, provide adequate supervision to ensure that basic safety requirements are complied with. Ignoring the safety of temporary staff indicates a lack of attention to the maintenance of the Service Areas safety standards. Depending on the employee's length of service the training must be followed up to ensure that it has been understood and is being followed.

Safe system of work

- Service Areas will need to:
 - Ensure that all temporary employees are competent to undertake the task which they have been contracted to do.
 - Ensure that all temporary and casual staff are provided with information to enable them to work safely.
 - Supply information as required to employment agencies.
 - Ensure that the employee understands Shropshire Council systems of work and the action to take in the event of an emergency.

- Keep records of all information and training given to temporary and casual employees.
- Where necessary, conduct health surveillance on temporary and casual staff prior to commencement of employment.

Record keeping

Service Areas must ensure that adequate records are kept relating to training and health records as required by statute law and must keep a comprehensive record of all training given to temporary staff and keep details of where they worked and what activities were carried out. Provide any PPE which may be required and keep a record of the PPE issued and date of issue.

Summary of statutory duties

Employers have a general duty under s.2 of the Health and Safety at Work etc. Act 1974 (HSWA) to provide instruction, information and training to all employees. Temporary employees working under a fixed-term contract are classed the same as employees. Casual workers who do not have a contract with the employer are for the purpose of this Act not employees. However, the employer will owe them a duty under s.3 of the HSWA, which outlines the duties of employers to persons other than their employees. The information required to be supplied to temporary and casual staff is further outlined in the Management of Health and Safety at Work Regulations 1992.

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