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Policy Owner:
Board of Trustees

Policy Administrator:
Vice President for
Finance and
Administration

Affected Parties:
Employees

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Temporary Worker Safety Management

1 Purpose

- 1.1 This policy has been established to ensure a safe and healthful working environment and to act as a performance standard for all temporary and contract workers at Lander University.

2 Scope

- 2.1 This policy addresses the safety management of temporary and contract workers at Lander University.
- 2.2 All temporary and contract workers (i.e., “temporary worker”) whose work involves real or potential exposure to hazards, must, at a minimum, follow the safety and health policies and procedures of Lander University.
- 2.3 Lander University will:
 - 2.3.1 Ensure that training has been completed for all potential hazards.
 - 2.3.2 Ensure that the required personal protective equipment (PPE) is available and used by the temporary worker.
 - 2.3.3 Provide specific training with regard to:
 - 2.3.3.1 The reporting of injuries or illnesses.
 - 2.3.3.2 The Emergency Action Plan.
 - 2.3.3.3 The Hazard Communication Plan.

2.3.3.4 The hazards and controls associated with the tasks assigned.

2.3.3.5 Any additional training needed to protect the safety and health of the temporary worker.

3 Responsibilities

3.1 Safety and Regulatory Compliance Officer

3.1.1 The Safety and Regulatory Compliance Officer has the overall responsibility for administering and maintaining this policy, including:

3.1.1.1 Ensuring that the policy is followed.

3.1.1.2 Working with the staffing agency to ensure that training requirements are met.

3.2 Managers and Supervisors

Managers and Supervisors are responsible for:

3.2.1 Ensuring that all temporary workers assigned to their areas have been trained and are knowledgeable about the hazards they may be exposed to.

4 Responsibility to Protect Temporary Workers

4.1 The Safety and Regulatory Compliance Manager must be involved in meetings between the staffing company and the university to ensure that there is a clear understanding of their roles in protecting temporary workers.

4.2 Safety responsibilities must be in writing, including:

4.2.1 Training requirements: All training required by the staffing agency must be documented and documentation must be provided to the university.

4.2.2 PPE: The PPE required for the tasks and who will provide it.

4.2.3 Industrial Hygiene: The medical qualifications, fit testing, and audiometric testing that may be required.

5 Training

- 5.1 The staffing agency or Lander University must provide safety training that is equivalent to that provided by Lander University employees performing the same or similar work.
- 5.2 All training must be documented and kept on file.

6 Policy Revision History

- First draft of policy prepared by Vice President for Finance and Administration on 9/3/2025.
- Prepared for review by Policy Coordinator on 2/12/2026.
- Reviewed by Vice President for Finance and Administration on 2/14/2026.
- Reviewed by Board of Trustees Policy Committee on 2/18/2026.
- Final draft prepared for full board review by Policy Coordinator 2/18/2026.
- Approved by the Board of Trustees on 3/4/2026.