

Safety of temporary workers



ACHIEVE
YOUR TEMPORARY MISSIONS
IN COMPLETE SAFETY

CPNSST

Commission Paritaire Nationale
de Santé et de Sécurité au Travail


fastt

Et la vie des intérimaires
est facilitée

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Your safety first!

To ensure that your mission is carried out in safe conditions, you must know and apply the general safety rules contained in this booklet.

Certain companies present specific risks which are not developed here. They are the subject, among other things, of your training and reception at the work stations.

Your employment agency attaches great importance to your safety and health. Do not hesitate to ask for advice or report any problems.

Do you have a question or doubt?

You can contact:

- your manager in the company
- a security manager
- a member of the CSE (representative of the staff, the employment agency or the company).



You have the right and the duty to remove yourself from a dangerous situation.



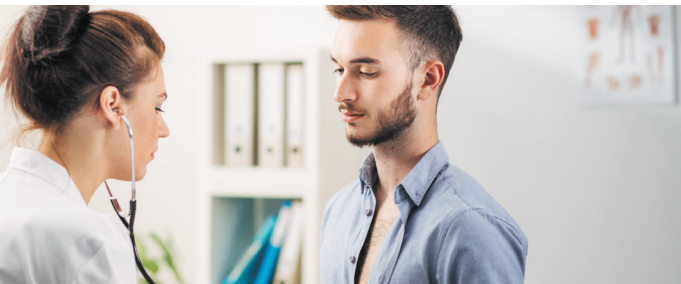
1

TO START THIS MISSION

At work, there is no small risk, no small injury... It is necessary to prevent any risk and avoid any complications.

THE MEDICAL VISIT

A medical examination is mandatory.
It is important for your health and safety.



- It is your employment agency that makes an appointment for you at an Occupational Health Service.
- The medical visit counts as working time. Any expenses are reimbursed.
- It must be made for the 1^{era} mission and then regularly (and at least every 2 years depending on the profession, except in the case of particular risks).



Reminder: before starting a mission, your vaccinations must be up to date.



Learn more on the site: www.health-safety-interim.org

TRAVEL TO GO ON A MISSION

5,000

temporary workers

are victims of a commuting
accident every year!

(source CNAMTS)



HAVE THE RIGHT REFLEXES

TO MOVE AROUND IN COMPLETE SAFETY



Plan your journey so that you have enough time to avoid being late. For example: ask your agency for a business access plan.



Strictly respect the highway code: wear your seat belt, respect speed limits and braking distances, slow down in any dangerous situation.



Don't use your phone while driving!
Pull over so you can safely make phone calls. This is the second leading cause of road accidents.



Discover our video advice on road risks www.sante-securete-interim.fr/videos

1

TO START THIS MISSION

BE IN SHAPE TO WORK

SLEEP WELL



Favor
alarm clocks
and sunsets
at o'clock
regular



Ventilate
your
bedroom



Don't sleep
not in
one piece
overheated



Avoid
the screens
30 min Before
to sleep



Practice
an activity
physical
regular



Avoid the
heavy meals,
the stimulants
and alcohol
in general



Allow yourself calming
rituals before going to sleep
(herbal tea, reading, etc.)

ALCOHOL AND DRUG USE

The use of drugs and narcotics is strictly prohibited by law. The use of alcohol before and during the mission is prohibited. You must not bring any to your workplace.

**These products decrease your attention
and your reflexes,** in the short term but also in the long term.



Learn more on the site: www.health-safety-interim.org

MEDICATIONS



Before taking any medication, ask your doctor for advice. Improper use may cause decreased alertness or disrupt your behavior.



SOYEZ PRUDENT
Ne pas conduire sans avoir lu la notice



SOYEZ TRÈS PRUDENT
Ne pas conduire sans l'avis d'un professionnel de santé



NE PAS CONDUIRE
Pour la reprise de la conduite, demandez l'avis d'un médecin

WELCOME TO THE COMPANY, SAFETY INSTRUCTIONS

Doing your job well also means following instructions of security! When you arrive at the company, a manager must present to you the tasks to be accomplished and the rules to be followed:



General safety instructions

to be respected within the company (*Labor Code*)



Specific instructions and safety

from your workstation with demonstration of the tasks. They are imperative.



Access conditions

and circulation in the premises



Collective safety instructions and wearing personal protective equipment



Attitude to adopt in the event of an accident, fire or evacuation



Discover our video advice for staying in shape
www.sante-securite-interim.fr/videos

1

TO START THIS MISSION

TRAINED, QUALIFIED, AUTHORIZED

Your mission must also respect 3 basic prevention and safety rules.

BE TRAINED

You must be trained, that is, have the skills and information necessary to accomplish one or more tasks, whatever the activity or job.

For example, to drive a handling machine, carry out welding or work in an environment presenting a significant chemical risk...



Training at your workstation is provided by the user company. Regulatory training (CACES®, electrical certification, etc.) is provided by external organizations.



Learn more on the site: www.health-safety-interim.org

BE EMPOWERED



Accreditation means that your user company recognizes your ability to perform your work safely, within the framework of the rules of the Labor Code. For example, electrical qualification indicates that, for certain functions only, your user company recognizes your ability to work, under its authority, in complete safety with regard to electrical risks.



As soon as a known risk exists in a function, authorization is mandatory. For example, given the mortal danger of electricity, electricians, painters, plumbers, carpenters, plasterers, and installers in general are required to have electrical certification.

TO BE AUTHORIZED

The authorization is issued in writing by your user company. It thus recognizes that you have the skills to carry out the tasks assigned to you.

The original authorization must be given to you in person and belongs to you.

The authorization specifies your name, that of the user company, the list of tasks you are authorized to perform, the tools or equipment you can use, the sites of validity and your medical fitness.

It must be signed by you and the user company.



Discover our video advice for preparing for your arrival in the company

www.sante-securite-interim.fr/videos

2

THE RULES SECURITY

WORK CLOTHING

Some companies may provide you with work clothing for hygiene and safety reasons: **you must wear it and take care of it.**



Do not wear loose clothing:

scarf, open shirt or blouse, loose clothing that could be sucked in, caught and strangle or injure you



Tie up your hair

if they are long they could be torn off



Avoid jewelry: rings, bracelets, necklaces that could get caught, *especially if you are working on machines or using rotating tools.*



Learn more on the site: www.health-safety-interim.org

STORAGE AND CLEANLINESS

THE DISORDER

IS A SOURCE OF ACCIDENTS!



Never obstruct traffic areas, emergency exits and fire equipment



Put away your equipment in the locations provided for this purpose



Clean your workstation regularly and remove the waste as you go

HAND HYGIENE

Hand washing is important to prevent biological risks (bacteria, fungi, viruses, etc.) and chemical risks (product residues on hands)

- ▶ Before and after any visit to the toilet
- ▶ Before and after each break
- ▶ Before drinking or eating
- ▶ Before leaving the company
- ▶ After any contact with a soiled object, product or area.

If you get a wound at work, go to the infirmary. Protect your wounds with bandages and gloves!

2

THE RULES SECURITY

SIGNALING

One color = one message



YELLOW>danger



Red>prohibition



Blue> obligation



Fire protection



First aid:
gathering, defibrillator,
emergency exits



Learn more on the site: www.health-safety-interim.org

DANGEROUS PRODUCTS AND THEIR PICTOGRAMS

Learn to recognize dangerous products by their symbol.
Read labels on hazardous products carefully:



Explosive



Flammable



Oxidizer



**Gas
under pressure**



Corrosive



Acute toxicity



**Harmful
or irritating**



**Hazard
for health**



**Danger for
the environment**

2

THE RULES SECURITY

TRAFFIC IN THE COMPANY

Be very careful when traveling:



Must wear
your safety shoes



Move calmly
without running



Stay away from any machinery
who circulates or maneuvers



Never pass
under a load



Respect signs, ground markings
and pedestrian walkways (if they
exist)



Learn more on the site: www.health-safety-interim.org

ELECTRICAL RISKS

Every year in France,
approximately **6000** people
are victims of serious
electrocution and **200** die!

(source Le Figaro)



ELECTRICITY IS NOT SEEN

BUT SHE IS VERY DANGEROUS!

Notify immediately
your manager to have any damaged socket
or electrical cable repaired.

Don't intervene yourself!



Only personnel who are competent and authorized by the company may work on electrical equipment. They have received training and know the precautions to take.

2

THE RULES SECURITY

HANDLING OBJECTS

Handling is the main cause of work accidents.

Before moving objects, do some warm-ups of your wrists, shoulders, knees and ankles.



Avoid unnecessary lifting



Ask for help if the load is heavy or bulky



Use handling equipment systematically made available to you by the company and for which you are trained and authorized.



Wear gloves to avoid injuring your hands, and your safety shoes in case of falling objects



Maximum loads that can be lifted according to regulations:

- * woman = up to 25kg
- * man under 18 = up to 20 kg
- * man over 18 years old = up to 55kg (*up to 105 kg only if the doctor has declared you fit*)



Learn more on the site: www.health-safety-interim.org

Bad posture (rounded back, stiff legs) is dangerous for your back. You risk joint pain, back pain, sciatica, etc.

approximately

20%

work stoppages concern back pain!

(source Health Insurance)



HOW TO WEAR

A SAFE OBJECT?



Place yourself
as close as possible
of the load

Keep your back
right by folding
legs

Lift the load
using your leg
muscles



Discover our video advice for staying in shape

www.sante-securite-interim.fr/videos

3

COLLECTIVE PROTECTIONS

COLLECTIVE PROTECTIONS

The company implements protections to ensure the safety of all employees. This concerns both movement within the company and the protective equipment made available.

PROTECTIONS IN THE COMPANY



Check the protection is in good condition



Never dismantle collective protection, you would endanger your life or that of your work colleagues



Never cross a marker, go around it even if it means taking a detour.



Learn more on the site: www.health-safety-interim.org

AND SAFETY EQUIPMENT

SECURITY

ON COMPANY TOOLS



Check the status hardware before use



Use only the material provided by the company



Take care hardware and tools.



Wear them equipment security appropriate: gloves, masks, noise protection



Control the presence of signals and devices of protection on tools and machines.



Report everything defective tool to your manager



3

COLLECTIVE PROTECTIONS

EQUIPMENT

INDIVIDUAL PROTECTION

Depending on the risks associated with your workstation, you must wear suitable personal protective equipment: this is provided by the user company or your employment agency.

In any case, they are not your responsibility.

PPE must be maintained and in good condition.
They are the responsibility of the user company.

You are then required to wear them:



Shoes
security



Helmet



Learn more on the site: www.health-safety-interim.org

AND SAFETY EQUIPMENT



Discover our advice videos on PPE
www.sante-securite-interim.fr/videos

3

COLLECTIVE PROTECTIONS

PROTECTIVE EQUIPMENT INDIVIDUAL SPECIFIC

For workstations presenting particular risks, the company that hosts you will provide you with and ask you to wear specific personal protective equipment.

You must have the same equipment as the employees of the company where you are delegated. Wear them, they ensure your safety and protect your health!



Safety clothing

Fluorescent jackets, vests or trousers allow you to be perfectly visible and protected in dangerous work environments.



Gloves

To avoid any risk of cuts, burns, stings, shocks, crushing, pinching, infection, etc.



Cap or charlotte

In the food, cosmetic, pharmaceutical and electronic industries, to protect hair and manufactured products.



Safety glasses

To avoid any risk of projection into the eyes: solid particles, molten particles and dangerous products.



Learn more on the site: www.health-safety-interim.org

AND SAFETY EQUIPMENT



Remember to ask for your protective equipment to be replaced before it becomes defective. Ask your manager for the operating instructions for the equipment.



Visor

To avoid any risk of projection of particles or dangerous products on the face.



Noise protection

To prevent hearing loss in noisy areas.



Dust mask

To avoid breathing dust related to the work.



Safety mask

To avoid breathing dangerous fumes, gases, vapors (toxic, harmful, irritating or corrosive), which may be invisible and odorless.



Safety harness

To prevent a fall when working at height or in dangerous areas.

And many other equipments...



Discover our advice videos on PPE

www.sante-securite-interim.fr/videos

4

REACTFACING DANGER

RIGHT TO ALERT

AND RIGHT OF WITHDRAWAL

The law (labor code) recognizes the right of every employee to alert and withdraw in the event of serious and imminent danger to their life or health. **Don't risk your life, don't put the lives of others in danger!**

THE RIGHT TO ALERT

You must alert your employment agency immediately and/or staff representatives, of any work situation which would present a serious and imminent danger to your life or health, as well as of any defect in the protection systems.



For example :
you should not paint at height without protection fall protection.

You can also contact the safety manager or a member of the CSE directly. (Social and Economic Committee) of the company that hosts you or your temporary employment agency. They will help you exercise your right to alert.



Learn more on the site: www.health-safety-interim.org

THE RIGHT OF WITHDRAWAL

You have the right and the duty to withdraw from the dangerous situation as long as you do not create a serious danger to another person.

- ▶ In any case, immediately notify your manager at the workplace, who will take the necessary measures to restore good safety conditions. Also notify your employment agency.
- ▶ This right of withdrawal is a protected right. It does not entail any penalty or deduction from salary.



For example : *you must not drive a vehicle that has a brake defect.*

4

REACTFACING DANGER

REACTIN THE EVENT OF AN ACCIDENT

If you witness an accident, stay calm and have the right reflexes:



Protect yourself, the entourage and the victim in order to avoid any worsening of the accident



Alert a manager, a health and safety representative or a company first aider



Reassure the victim, cover her while waiting for help



Do not touch, do not move the victim



If you are a first aider, practice basic survival skills



Guide rescue services to the scene of the accident and remain at their disposal



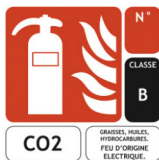
Learn more on the site: www.health-safety-interim.org

REACT IN CASE OF FIRE

If you witness a fire starting, act quickly and effectively:



Immediately alert a company official who will alert the emergency services



Use the fire extinguishers at your disposal *only if you feel able to and if the flames and the fumes are not too significant. Attention, There are several types of fire extinguishers depending on the nature of the fire. It is best to be trained to use them properly.*



Leave the place on the evacuation order and meet at the assembly point



Answer the call. A manager will call the roll to verify that all personnel have evacuated the dangerous areas.

WORK ACCIDENT

If you are the victim of an accident during your mission, you must notify, **at the latest within 24 hours:**

1. Your agency

2. Your business welcome

3. Temporary workers foresight

Contact: **0 974 507 507**

(Cost of a local call, Monday to Friday, 8:30 a.m. to 6:00 p.m.)



Discover our video advice in the event of an accident


www.sante-securite-interim.fr/videos


5

THE SPECIFICITIES CONSTRUCTION

Rules to never forget on construction sites. In all cases, wearing PPE is essential.


FALL RISKS OF HEIGHT


 The scale is not a workstation but a means of access


 To work at height, use scaffolding or a MEWP (mobile elevating work platform) of people.

Please note that the installation of this equipment requires prior training..


TRENCHES


 Pay attention to the warning grilles

 Do not go down into an unshielded trench

 Use bridges to cross trenches


EQUIPMENT CONSTRUCTION SITE


 Driving the machines requires appropriate training and authorization from the company


 Respect the zones traffic and watch out for pedestrians

 Beware of blind spots

FLOORS, TILES AND BENCHES

 Make sure that the floor is stable and solid




 Beware of the benches poorly stabilized that can crush you

 In any case, always work in secure areas





Learn more on the site: www.health-safety-interim.org




ALWAYS TIDY UP, CLEAN AND STORE

-  Remember to store tools, equipment and products in the places provided for this purpose.
-  Always clean your workstation
-  Always keep traffic areas and emergency exits clear

RELATED RISKS TO CO-ACTIVITY

-  Several companies and trades often work on the same site
-  Look around of yourself and make sure that you are not putting anyone in danger or that you are not in danger yourself

LIFTING, SLINGING

-  Never walk under a suspended load
-  Beware of crushes during handling of loads
-  Respect slinging instructions







5

THE SPECIFICITIES

OF INDUSTRY




Industry is a vast sector of activity that includes many professions: chemistry, mechanics, metallurgy, nuclear, waste management, electronics, plastics, etc. Each one presents specific risks. Here we present some rules common to all.

ESSENTIAL PPE

-  Gloves, adapted to your activity, to avoid hand injuries
-  Protective glasses
-  Noise-canceling headphones or earplugs
-  Helmet and mask as soon as they are mandatory in the company




CHEMICAL RISKS

Glues, resins, paints, dyes, fumes, gases, detergents... chemical products are omnipresent but often poorly understood.



-  Learn and respect the meaning of signs and labels
-  Follow the instructions of the company or your agency
-  Protect the parties of the body exposed with appropriate PPE

RELATED RISKS TO CO-ACTIVITY

Several professions often work in the same space

-  Respect the perimeter from your workstation
-  Be careful when of your travels
-  Make sure you Don't put others in danger: cables electrical, obstacles on the ground, projections...







NOISE RISKS

-  Exposure to noise prolonged affects health (stress, fatigue, etc.) and can also degrade your hearing until deaf.
-  If your position is exposed to noise, you must therefore wear hearing protection: noise-canceling headphones or earplugs).



Learn more on the site: www.health-safety-interim.org







FIRE HAZARDS AND EXPLOSION

-  Hot work causes 1/3 of fires!
-  The "Fire Permit" authorization is systematic for all work involving hot spots, under conditions clearly defined by the company.
-  **Flames, as well as fumes and gases, are dangerous.**
-  Always take knowledge of alarm, intervention and evacuation instructions for premises
-  Take training courses to acquire the right reflexes wherever possible
-  Do not handle lighter or matches at your workplace



Sign indicating an area at risk of explosion






USE MACHINES

-  Each machine must display warnings, signs and alert devices
-  Always respect instructions for use
-  Do not operate a machine unless you are trained to do so.
-  Make sure that the machine is not clogged with dirt, dust or foreign bodies
-  Never remove protective devices
-  Make sure imperatively that a machine is stopped before any manipulation

Lumbago, sciatica, bumps, cuts, collisions with machinery...

There are 2 to 3 times more accidents in these professions! So never forget the following rules:






ESSENTIAL PPE

-  Gloves, which make it easier to grab objects, prevent the cuts
-  Safety shoes with reinforced toe cap. They must be your size
-  The vest with retro-reflective strips to be well seen
-  Safety glasses and helmets may be required in some warehouses
-  As well as headphones or earplugs if your environment is noisy

All must be properly and regularly maintained.

MANUAL HANDLING AND PREVENTION OF MSDs

Beyond the fight against accidents, it is imperative to **prevent the development of musculoskeletal disorders (MSDs)** in the long term:

-  **Respect the right gestures and postures.** Learn the instructions and actions taken in this direction by your agency or the user company
-  Warm up during 3 minutes before any physical activity. **Never lift or move a load when cold.**
-  Prefer the use of machines whenever possible. Do not hesitate to ask for help
-  Take regular breaks
-  **Maintain regular physical activity,** walking for example



PROTECTION AGAINST FALLING LOADS STORED AT HEIGHT



Never climb the shelves



If a shelf is unstable or damaged, report it

to the person in charge



Keep away of a machine being maneuvered on a rack

DRIVING MACHINERY HANDLING

AND CONSTRUCTION SITE

Trolleys, overhead cranes and gantries, construction machinery, platforms, cranes, etc.

To drive a machine handling, it is necessary to have a valid certificate and to be medically fit.



The user company must inform the temporary worker risks specific to its site and the work to be carried out.



It must also compulsorily deliver written authorization to drive during the mission.



The 1^{er} January 2020, new certificates of aptitude for safe driving (CACES®) came into force.





The agri-food sector is also a vast sector that goes from fishing to baking, including the preparation of dishes or animal feed... Nevertheless, you must know the essential safety rules.

HEALTH RULES

The handling of products of plant or animal origin, biological agents or sanitary products requires **strict compliance with health regulations** to avoid any risk of infection, allergy, toxicity, etc.

-  Compliance with instructions and panels
-  Use of appropriate personal protective equipment
-  Hygiene of hands or exposed parts of the body
-  Cleaning and disinfection of premises, machines and tools

ESSENTIAL PPE





-  The shoes non-slip. They must meet the SRA(wet floor), SRB(greasy product) or SRC(wet and greasy floor) standards. They must be your size
-  **THE waterproof gloves, which must be worn be adapted to the task** (gripping, cutting, etc.), temperature, humidity and health regulations
-  Depending on the activity, a face mask, goggles protective clothing, a waterproof gown and a hairnet may be mandatory
-  As well as earplugs if your environment is noisy

All this equipment must be properly and regularly maintained.








PREVENTION MSDs

Repetitive manual handling, awkward working postures, carrying loads in an environment that is sometimes cold and humid promote the **development of musculoskeletal disorders (MSDs)**. To prevent them you must:


-  **Know and respect the right gestures and good postures**
-  Warming up for 3 minutes before any physical activity. **Never lift or move a load when cold.**
-  Prefer the use of machines whenever possible. Do not hesitate to ask for help
-  **Maintain regular physical activity**, walking for example


AGAINST FALLS ON ONE LEVEL


1^{era} cause of accident, falls can be prevented:


-  Wearing shoes non-slip
-  Laying of coverings non-slip floors and easy to clean
-  Reduction of the presence of liquids and waste on the ground through organized evacuation
-  Daily cleaning workplaces
-  Sufficient lighting in circulation and activity areas

RULES OF CAUTION ELEMENTARY


 You must hold a valid, appropriate driving licence


 **You must respect the highway code, it's your responsibility**

 **Do not use your phone or your smartphone** at the wheel

 Do not consume any substance altering the senses (alcohol, drugs, etc.)


 Also wear special attention to medications.
Specify your profession to the doctor who recommends them to you

 **Never borrow a route that is not suitable for your vehicle**


 **Respect the times mandatory breaks**


INTERVIEW OF YOUR SKILLS


 Attend driving training regularly


 Also in handling, lashing and loading training


PREPARATION TRIPS

 Take note vehicle features, equipment

 Check the signaling devices: rear and side plates, speed, tare, ADR, markings, etc.

 Plan your trips and prepare the route in advance


 Anticipate and monitor traffic conditions and weather


 Check that you have the accessories mooring




For all those whose main professional activity is driving: drivers, couriers, salespeople, etc. It is important to know how to combat road risks. By truck, car, motorbike, bicycle... **In all cases, wearing appropriate PPE is essential.**


INTERVIEW AND MAINTENANCE OF THE VEHICLE


 **Always perform a control** tower of your vehicle before a journey in order to identify any potential problems


 **Control systematically the maintenance log** of the vehicle

 Report any problems on the vehicle to your manager before hit the road

TRANSPORTATION OF CHARGES


 Never exceed the maximum weight allowed on your vehicle


 Never borrow a prohibited route at the expense of your vehicle


 **Respect the rules of lashing, immobilization and separation of loads**

VEHICLE OFF

9/10 of road freight transport accidents occur off(source: INRS)

 Be very careful when getting in and out of the vehicle, docking, loading/unloading or covering/uncovering trailers

 Pay attention specific to handling operations (see p.32)

 Always wear gloves and shoes adequate security

 Use handling tools if you are trained to use them

Your useful contacts

THE SOCIAL ACTION FUND

TEMPORARY WORK (FASTT)

Benefits and solutions reserved for temporary workers:



FASTT SOS
Vehicle rental



FASTT SOS
Childcare



FASTT SOS
Accommodation



Budget



Accommodation

www.fastt.org | 01 71 25 08 28

Services for the health of temporary workers:



Temporary Health Workers,
mutual insurance to pay less
health costs

interimairesSante.fr



FASTT SOS Work accident, advice
and solutions, listening and
support in the event of an
accident.

Contact the direct number:

01 71 255 830



Temporary workers,
foresight (death, disability and risks related to work or even to
private life under certain conditions)

interimairesPrevoyance.fr

CPNSST MEMBERS

National Joint Commission for Health and Safety at Work



prism!emploi
PROFESSIONNELS
DU RECRUTEMENT ET DE L'INTÉRIM

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EMERGENCY NUMBERS:



Emergency number
European



Firefighters



SAMU



SAMU social

If you are the victim of an accident during your mission,
you must notify, at the latest within 24 hours:

1. Your employment agency

2. Your host company

3. Temporary workers foresight

0 974 507 507

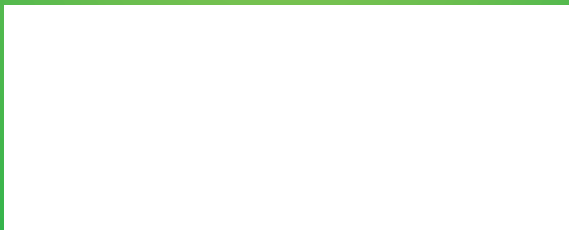
(Cost of a local call, Monday to Friday, 8:30 a.m. to 6:00 p.m.)

4. The FASTTSOS Work Accident team

01 71 255 830

(Non-premium rate call, Monday to Friday, 8:30 a.m. to 7:30 p.m.)

Booklet offered by your agency



February 2020 - v1 - Do not throw on the public highway

www.fastt.org | 01 71 25 08 28



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de Santé et de Sécurité au Travail