MarshMcLennan Agency

Training requirements under IDTLSA

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Staffing Agency **Step 1**

Inquire about the client company's:

- Workplace safety and health practices
- Known hazards at the workplace where the temp will be placed
- Safety program and conditions
- Specific tasks the temp worker will perform

820 ILCS 175/85)(c)(1)

Client Company **Step 1**

Before the day or temporary worker begins work, the client company must:

- Document and inform the staffing agency of any anticipated job hazards the worker may encounter

820 ILCS 175/85)(d)(1)

Staffing Agency **Step 2**

The staffing agency must:

- Train the temporary worker on general awareness safety training and industry hazards the worker may encounter at the client company's worksite.
- Document the training date and content
- Provide training in the worker's preferred language and at no cost to the worker

820 ILCS 175/85)(c)(2)

Staffing Agency **Step 3**

The staffing agency must:

- "Transmit" the client company with a general description of the training given to the temp worker, including the topics covered in the training
- Send this information electronically or in writing
- Maintain documentation of the communication

820 ILCS 175/85)(c)(3)

Client Company **Step 2**

The client company must:

- Review the general safety and health awareness training provided by the staffing agency to confirm it addresses recognized workplace hazards
- Provide site-specific training tailored to the hazards at the client company's worksite.
- Document and maintain records of the site-specific training and confirm completion to the staffing agency.

820 ILCS 175/85)(d)(1)

Staffing Agency **Step 4**

The staffing agency must provide the temp worker:

- The IDOL Day Labor hotline phone number: (877) 314-7052 (toll free)
- The staffing agency's contact information should they need to report any workplace safety concerns

820 ILCS 175/85)(c)(4-5)

Process Complete

Temporary workers start work

Note: If the client company changes the worker's job tasks or new hazards arise, the client company must (1) notify the staffing agency, and (2) provide additional training and protective equipment as needed.

820 ILCS 175/85)(e)(1-2)

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