Role of the Consultant

Consultants **will:**

- Help employers recognize hazards in the workplace;
- Assist employers in developing or maintaining effective safety and health management programs;
- Suggest general approaches or options for solving a safety or health problem;
- Identify resources available if an employer needs further assistance;
- Provide employers with a written report summarizing findings; and
- Provide safety and health training.

Consultants **will not:**

- Issue citations or propose penalties for violations of OSHA standards.

SAFETY AND HEALTH ACHIEVEMENT RECOGNITION PROGRAM

The On-site Consultation's Safety and Health Achievement Recognition Program (SHARP) recognizes small employers who operate an exemplary safety and health management program.

"Becoming involved with OSHA's On-site Consultation program is one way of giving back to our workers. Our safety and health management system is at the forefront of EWP's business; it has saved us money, resulting in the hiring of new people as EWP expands its business operations."

J. Lynn Greene, Safety Director
Edwards Wood Products, Inc. (EWP)
Marshville, North Carolina
SHARP Participant

If you are an employer who is interested in a free consultation visit, or more information, visit **www.osha.gov** or

NM OSHA
505-476-8720
lisa.spahr@state.nm.us
http://www.nmenv.state.nm/Ohsb_Website/Consultation/

U.S. Department of Labor

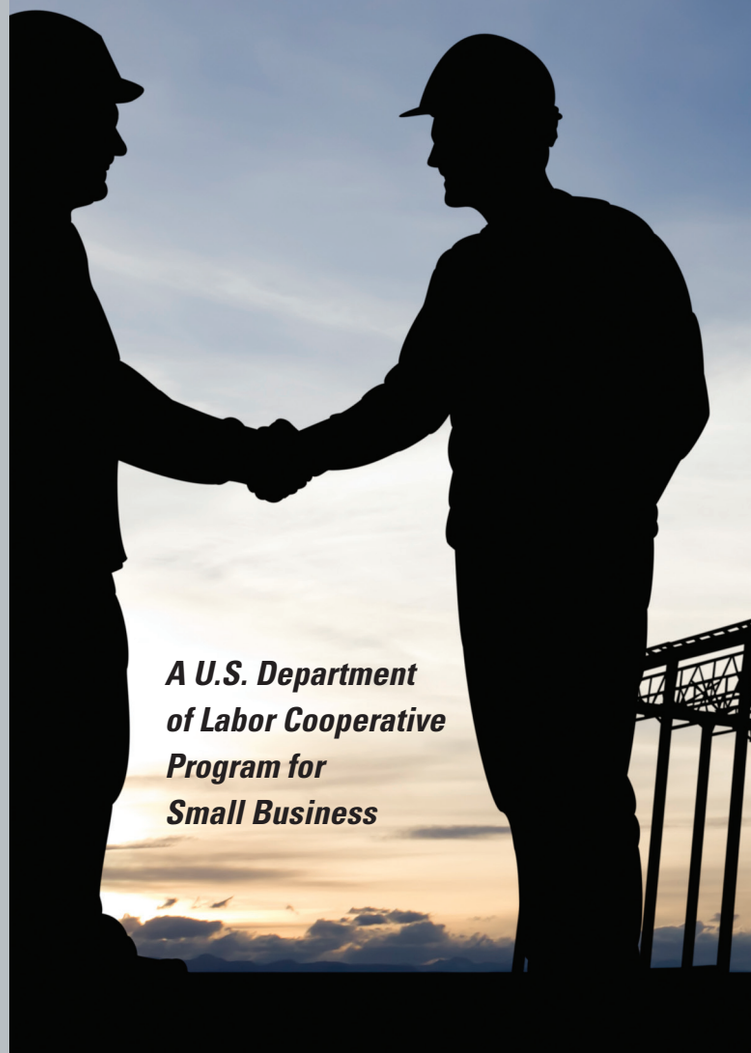
For more information

OSHA® Occupational Safety and Health Administration

www.osha.gov (800) 321-OSHA (6742)

OSHA 3357-10R 2012

FREE Safety and Health Consultation Services



A U.S. Department of Labor Cooperative Program for Small Business

Free On-site Safety and Health Services for Small Business

Serving the Small Business Community

OSHA provides free and confidential safety and health advice to small and medium-sized businesses committed to improving workplace safety and health.

ON-SITE CONSULTATION PROGRAM

Workers' comp costs cutting into profits?

Do you worry that a serious workplace injury could disrupt or even shut down your business?

Can't afford to hire a safety consultant?

If so, ***OSHA's FREE and CONFIDENTIAL On-site Consultation Program*** may be perfect for you!

On-site Consultation services are separate from enforcement and do not result in penalties or citations. Each year, our on-site consultants respond to approximately 30,000 requests from businesses looking to improve worker safety and health. At your request, a consultant from a state agency or university will visit your workplace to help you identify hazards and make recommendations on possible solutions.

Benefits

Our consultants are experts in identifying workplace hazards and making recommendations to eliminate these hazards with the goal of improving workplace safety and health.

Businesses have benefited from OSHA's On-site Consultation Program by:

- Reducing worker injury and illness rates;
- Decreasing workers' compensation costs;
- Improving worker morale;
- Increasing productivity;
- Recognizing and removing hazards from your workplace; and
- Improving safety and health management systems.

What Is a Consultation Visit and How Does it Work?

A consultation visit is a voluntary activity conducted at the request of an employer. A telephone call, email message, or request via the OSHA Consultation Program website can initiate the visit. The employer's only obligation is to correct any "serious," unsafe or unhealthful working conditions discovered by the consultant within a reasonable time frame.

- **Request for Services.** The consultant discusses the employer's specific needs and sets a date for a visit that is convenient to both the employer and consultant.
- **Initial Meeting.** The consultant arrives at the worksite for the scheduled visit and conducts an opening conference with the employer and employee representative to explain the consultant's role and the obligations of the employer.
- **Walk-through.** Together, the employer, employee representative, and the consultant examine conditions in the workplace and the consultant evaluates potential hazards, physical work practices and the employer's safety and health management program.
- **Closing Conference and Follow-up.** The consultant reviews detailed findings with the employer and employee representative in a closing conference. The employer will learn not only what improvements are needed but also what is being done right, as well. Following the closing conference, the consultant sends the employer a detailed written report explaining the findings and confirming any abatement schedules.
- **Correcting Hazards.** When a situation is determined as a "serious" hazard, the consultant will assist the employer to develop a specific plan to correct the hazard within a reasonable time frame. In rare instances, where the consultant finds an "imminent danger" situation during the walk-through, the employer must take immediate action to protect workers.