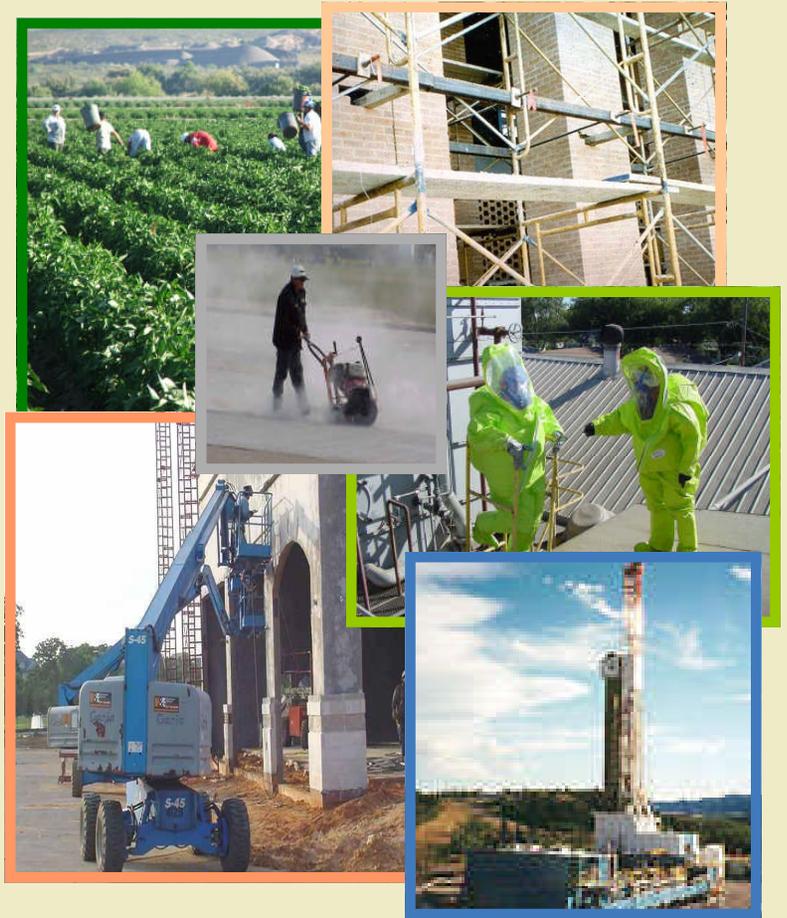


**NEW MEXICO**  
**OSHA**

NM Environment Department  
**OCCUPATIONAL HEALTH & SAFETY BUREAU**  
PO Box 5469  
Santa Fe, New Mexico 87502-5469



NEW MEXICO  
**OSHA**

State of New Mexico Environment Department  
**OCCUPATIONAL HEALTH  
& SAFETY BUREAU**

**ONSITE  
CONSULTATION**

## REQUEST FORM FOR CONSULTATION SERVICES

*Please check all desired services that apply to your request:*

Type of Service	Safety	Health	Both
Consultation Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training and Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Please type or print legibly:*

Establishment Name: \_\_\_\_\_

Requestor's Name/Contact Person: \_\_\_\_\_

Position or Title: \_\_\_\_\_

Site or Physical Address: \_\_\_\_\_

Mailing Address (if different  
from Site Address): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ SIC/NAICS: \_\_\_\_\_

Brief Description of Operation: \_\_\_\_\_

\_\_\_\_\_

*Your only obligation is a commitment to correcting serious job safety and health hazards in a timely manner. You agree to making a commitment by signing the Request Form.*

Establishment Officer's Name \_\_\_\_\_

Position or Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



Mail Form To: Occupational Health & Safety Bureau  
525 Camino de los Marquez, Suite 3  
PO Box 5469  
Santa Fe, NM 87502-5469  
Or Fax To: (505) 476-8734

## SAFETY AND HEALTH ACHIEVEMENT RECOGNITION PROGRAM (SHARP)

The Bureau has instituted a program which exempts qualified businesses from OSHA Program Planned Inspections for a period of two years (excludes complaints, referrals, catastrophe, and fatality inspections). To participate in **SHARP**, your business must meet the following criteria.

- Have a single fixed worksite with at least one year operating history.
- Employ less than 250 at the site and less than 500 at all sites statewide.
- Have an injury rate Total Recordable Cases (TRC) below the national average for your standard industrial classification (SIC) and be classified as a high hazard industry.
- Agree to a full service consultation survey.
- Involve employees in an effective health and safety program.

For complete information on **SHARP**, contact our office.



**Phone No.:** (505) 476-8700 or  
1-877-610-6742

**Fax No.:** (505) 476-8734



**Address:**  
525 Camino de los Marquez, Suite 3  
PO Box 5469  
Santa Fe, New Mexico 87502-5469



**Email Address:** ray.singer@state.nm.us

Revised Date 03/30/07

## Onsite Consultation

Using a *free* consultation service largely funded by the U.S. Occupational Safety and Health Administration (OSHA), employers can find out about potential hazards at their worksites, improve their occupational safety and health management systems, and even qualify for two-years exemption from OSHA Program Planned Inspections.

The service is delivered by state governments using well-trained professional staff. Most consultations take place on-site, though limited services away from the worksite are available.

Primarily targeted for small businesses, the safety and health consultation program is completely separate from the Bureau's enforcement effort. In addition, **no citations are issued** or penalties proposed.

Your company's name and any information about your workplace, plus any unsafe or unhealthy working conditions that the consultant uncovers, will remain confidential.

Your only obligation is a commitment to correcting serious job safety and health hazards in a timely manner. You agree to making a commitment by signing the Request Form.

### Benefits

Knowledge of your workplace hazards and ways to eliminate them can improve your own operations and the management of your firm. You will get professional advice and assistance on the correction of workplace hazards and benefit from on-site training and assistance provided by the consultant. The consultant can help you establish or strengthen an employee safety and health program, making safety and health activities routine considerations rather than crisis-oriented responses. In many states, employers may participate in the OSHA Consultation SHARP (*Safety and Health Achievement Recognition Program*).

## SHARP

This program provides incentives and support to smaller, high-hazard employers to develop, implement and continuously improve effective safety and health programs at their worksite(s). The program recognizes employers who have demonstrated exemplary achievements in workplace safety and health by receiving a comprehensive safety and health consultation visit, correcting all workplace safety and health hazards adopting and implementing effective safety and health management systems, agreeing to request further consultative visits if major changes in working conditions or processes occur that may introduce new hazards. Employers meeting these specific program requirements may be exempt from OSHA Program Planned Inspections for two years.



### How to Get Started



Because consultation is a voluntary activity, you request it. Your telephone call, email or letter sets the consulting machinery in motion. The consultant will discuss your specific needs with you and set up a visit date based on the priority assigned to your request, your work schedule, and the time needed for the consultant to adequately prepare to serve you. OSHA encourages a complete review of your firm's safety and health situation; however, if you wish you may limit the visit to one or more specific program.

### The Consultation Program Offers The Following Services

- A. **Full Service Consultation** — A comprehensive inspection and program evaluation for either safety, health or both.
- B. **Specific Onsite Consultation** — Assistance limited to a specific area of concern such as a process or area of the facility.
- C. **Safety and Health Program Assistance** — An evaluation of your firm's safety and health program and recommendation for improvement. This is included in a full service consultation.
- D. **Technical Assistance** — Provides information on specific problems or questions you may have regarding OSHA standards or requirements. This can be provided on or offsite.
- E. **Onsite Training and Education** — Safety and health training programs can be specifically designed for your employee needs.
- F. **Industrial Hygiene Analysis** — Onsite sampling for specific air contaminants and noise are provided free of charge.
- G. **Enforcement Inspection Exemptions** — Some employers may qualify for exemption from enforcement OSHA Program Planned Inspections through *SHARP*. See the next page for details.



### Onsite Consultation Will...

- Help you recognize hazards in your workplace.
- Suggest general approaches or options for solving a safety or health problem.
- Identify kinds of help available if you need further assistance.
- Provide you a written report summarizing findings.
- Assist you to develop or maintain an effective safety and health program.
- Provide training and education for you and your employees.
- Recommend you for a year exclusion from OSHA programmed inspection, once program criteria are met.
- Please refer to Sharp on page 8.

### Onsite Consultants Will Not...

- Issue citations or propose penalties for violations of OSHA standards.
- Report possible violations to OSHA enforcement staff
- Guarantee that your workplace will “pass” an OSHA Enforcement inspection.

Consultation can go beyond the usual physical survey of the workplace for violations of Occupational Health & Safety Bureau (OHSB) Regulations. The consultant may also point out work practices likely to cause illness or injury. And he or she may propose other measures containing the potential for improving your company’s occupational injury and illness experience, such as labor-management safety and health committees, posters, training programs to help alert workers to hazards, and regular safety and health meetings with workers.

Ideally, consultation involves the following:

1. Identification and appraisal of existing or potential physical hazards.
2. Analysis of work practices, observation of processes, methods, and procedures.
3. Interviewing employees to help determine the extent of workplace hazards and how well the safety and health program works.
4. Analysis of existing safety and health management systems.
5. Conducting training for employees as appropriate.
6. Conference with management on findings.
7. Written report of recommendations for hazard elimination/control and for improvements to the safety and health program.
8. Follow-through, to assure that any required corrections are made.

## Opening Conference

When the consultant arrives at your worksite for the scheduled visit, he or she will first meet with you in an opening conference to briefly review the consultant's role and the obligation you incur as an employer.

## Walk-through

Together, you and the consultant will examine conditions in your workplace. We encourage worker participation in the walk-through.

During the course of the walk-around the consultant will study your entire operation or just the specific areas you designate. The consultant will want to interview some employees to gain a better understanding of the operation.



A comprehensive consultation also includes (1) appraisal of all mechanical and environmental hazards and physical work practices, (2) appraisal of the present job safety and health program or establishment of one, (3) a conference with management on findings, (4) a written report of recommendation and agreements, and (5) training and assistance with implementing recommendations.



## Closing Conference

The consultant will review detailed findings with you in a closing conference. You will learn not only what you need to improve, but also what you are doing right. At that time you can discuss problems, possible solutions and abatement periods to eliminate or control any serious hazards identified during the walk-through. In rare instances, the consultant may find an “*imminent danger*” situation during the walk-through. If so, you must take immediate action to protect all employees. In certain other situation that would be judged a “*serious violation*” under OSHA criteria, you and the consultant are required to develop and agree to a reasonable plan and schedule to eliminate or control that hazard. The consultants will offer general approaches and options to you. They may also suggest other sources for technical help.

## Abatement and Follow Through

Following the closing conference, the consultant will send you a detailed written report explaining the findings and confirming any abatement periods agreed upon. Consultants may also contact you from time to time to check your progress. You, of course, may also contact them for assistance. Ultimately, OSHA requires hazard abatement so that each consultation visit achieves its objective—effective employee protection. If you fail to eliminate or control identified serious hazards (or an imminent danger) according to the plan and within the limits agreed upon or an agreed-upon extension, the situation must be referred from consultation to an OSHA enforcement office for appropriate action. This has rarely occurred in the past.