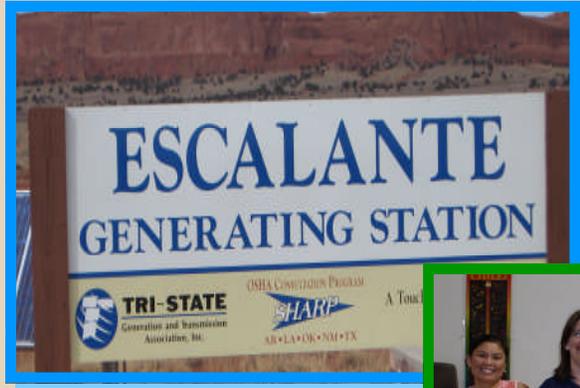


**NEW MEXICO**  
**OSHA**

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

*Safety and Health  
Achievement  
Recognition  
Program*

OSHA CONSULTATION PROGRAM



NEW MEXICO **Occupational Health  
& Safety Bureau**  
**OSHA**

## TABLE OF CONTENTS

1.	SAFETY AND HEALTH ACHIEVEMENT RECOGNITION PROGRAM (SHARP) .....	2
2.	SHARP CERTIFICATION & INSPECTION EXEMPTION.....	4
3.	CONSULTATION PROGRAM RESPONSIBILITIES.....	5
4.	RENEWAL REQUIREMENTS.....	5
5.	NOT QUITE READY FOR SHARP.....	5
6.	OSHA SHARP PROGRAM CHECKLIST.....	6-7
7.	CONTACT INFORMATION.....	8
8.	REQUEST FOR SHARP SERVICES FORM .....	9



### REQUEST FORM FOR SHARP SERVICES

*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



**NOTE**

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## New Mexico OSHA Consultation Section

*Dear Employer:*

*The New Mexico Occupational Health & Safety Bureau, Consultation/ Technical Services Section has instituted a program which provides exemptions from Compliance Inspection (General Schedule inspections). The Safety and Health Achievement Recognition Program (SHARP) is designed for New Mexico's smaller employers who are in high hazard industries.*

*The SHARP program recognizes employers who commit to management of health and safety that goes beyond mere compliance and embodies the principles of continuous quality improvement, worker empowerment, and prevention.*

*Qualifications for the program include receiving a comprehensive safety and health visit, correcting all hazards, and adopting and implementing effective safety and health management systems.*

*The program requirement outline located on page 3, the application form located on pages 9, and a Safety and Health Program Assessment Worksheet (both form and worksheet are available upon request) are used to assess an employer's status regarding their Health & Safety Program. Please review these documents and contact us if you are interested in the program or would like more information.*

*Thank you for your interest in providing New Mexicans a safe and healthy workplace. We look forward to working with you towards the reduction of occupational injuries and illnesses.*

*Sincerely,*

*Ray Singer  
Program Manager  
Consultation Section*

**SAFETY AND HEALTH  
ACHIEVEMENT RECOGNITION PROGRAM (SHARP)**



The Safety and Health Achievement Recognition Program (SHARP) recognizes small employers who operate an exemplary safety and health management system. Acceptance into the

SHARP by OSHA is an achievement of status that will single you out among your business peers as a model for worksite safety and health. Upon receiving SHARP recognition, your worksite will be exempt from programmed inspections during the period that your SHARP certification is valid.

- How You Can Participate in SHARP
- SHARP Certification and Inspection Exemption
- Not Quite Ready for SHARP?



- Written procedures, certifications, records, if applicable:
  - Hazard Communication Program
  - Lockout/Tagout procedures and annual review.
  - Emergency Action Plan.
  - Fire Prevention Program.
  - Forklift Training Program.
  - Confined Space Program.
  - Electrical Safety-Related Work Practices.
  - Fire Extinguisher Training Records.
  - Emergency Response Plan, if applicable.
  - Bloodborne Pathogen Exposure Control Plan.
  - Hearing Conservation Program.
  - Respiratory Program.
  - Process Safety Management
  - Personal Protective Equipment Program and documentation of P.P.E. hazard assessment and employee training certifications.
  - Regular and periodic overhead crane inspection records for previous year.
  - Mechanical power press inspection records for previous year.

**If you have any questions or need additional information, please contact our office.**

- Telephone No.:** (505) 476-8700 or  
1-877-610-6742
- Fax No.:** (505) 476-8734
- Physical Address:** 525 Camino de los Marquez, Ste. 3  
Santa Fe, NM 87505
- Mailing Address:** PO Box 5469  
Santa Fe, NM 87502-5469
- Email Address:** ray.singer@state.nm.us

## OSHA SHARP PROGRAM CHECKLIST

Below is a list of items the consultant will ask the employer to have ready for review at the initial visit:

- Safety program and documentation of periodic review.
- Copies of OSHA 300 Logs (the log is a standard form for recording information about work related injury and illness cases) for preceding year and present year.
- First report of injury for preceding calendar year.
- Total hours worked for all employees in preceding calendar year.
- Safety training records for supervisors and employees along with attendance records.
- Self-inspection records for preceding year.
- Minutes of safety meetings for preceding year.
- Accident/incident investigation records for preceding year.
- Documentation of employee reports of safety concerns and evidence of steps taken toward correction.
- Hazard analysis procedures and results with safe work procedures.
- New employee safety orientation records.
- Documentation of recent emergency evacuation drill along with attendance records.
- Injury/illness analysis (to analyze trends).
- Medical program (Description of your on-site and off-site medical service, use of occupational health providers at your site; first aid program.)
- Preventive Maintenance Program for facility equipment and machinery.
- Most recent documentation of supervisors' safety performance.
- Any additional information that shows the quality of the company's safety program.

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 at or below the national average and be classified as a high hazard industry.
- Request a consultation visit that involves a complete hazard identification survey;
- Involve employees in the consultation process;
- Correct all hazards identified by the consultant;
- Implement and maintain a safety and health management system that, at a minimum addresses OSHA's 1989 Safety and Health Program Management Guidelines;
- Lower your company's Days-Away, Restricted, and Transferred Case Incident rate (DART) and Total Recordable Case rate (TRC) below the national average;
- Agree to notify your state Consultation Project Office prior to making any changes in the working conditions or introducing new hazards into the workplace.
- Work with the program to:
  - Correct all identified hazards.
  - Lower injury and illness rates.



## SHARP CERTIFICATION & INSPECTION EXEMPTION



After you satisfy all SHARP requirements, the Consultation Project Manager in your state may recommend your worksite for final SHARP approval and certification. The state and OSHA will formally recognize your worksite at a SHARP awards ceremony.

As a certified SHARP site, you will be granted a 1-year exemption from OSHA's scheduled inspections for the first year of your SHARP participation. After one year of certification, you may request a renewal for 1 or 2 years, provided that you:

- Apply for renewal during the last quarter of the exemption period;
- Allow a full service comprehensive visit to ensure that your exemplary safety and health management system has been effectively maintained or improved;
- Continue to meet all eligibility criteria and program requirements; and
- Agree, if requesting a 2-year renewal, to conduct a interim-year self-evaluation and to submit a written report to your state Consultation Program Manager that is based on the elements of the 1989 Safety and Health Program Management Guidelines (available online at <http://www.osha.gov>) and includes OSHA's required injury and illness logs.

## CONSULTATION PROGRAM RESPONSIBILITIES

- a) At the conclusion of the initial consultation, an action plan will be developed for the employer's year long preparatory time to address progress in meeting SHARP requirements.
- b) A completed Safety and Health Program Assessment Worksheet will be provided for the employer to use as a tool to work toward full safety and health implementation.
- c) Additional site visits will be conducted if necessary to provide assistance in meeting SHARP requirements.
- d) Onsite verification during a second visit that all hazards have been corrected and all elements of an effective health & safety program are in place;
- e) Upon SHARP approval, remove employer from enforcement inspection schedule for one (1) year.

## RENEWAL REQUIREMENTS

1. Employer may apply during the last quarter of the one year approval period for renewal.
2. A comprehensive on-site survey will be conducted.
3. DART and TRC must have remained at or below industry average.
4. Any new hazards must be corrected in a timely manner.

## NOT QUITE READY FOR SHARP?

If you meet most but not all of the SHARP eligibility criteria and are committed to working toward full SHARP approval, you may be recommended by your state Consultation Project Manager for an inspection deferral of up to 18 months if:

- You have had a complete hazard identification consultation visit at your worksite and you have corrected all hazards;
- You are in the process of implementing an effective safety and health management system; and
- You can meet all SHARP requirements during the deferral period.