

Consultation Services for the Employer



U.S. Department of Labor
Occupational Safety and Health Administration

OSHA 3047
1997 (Revised)

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Introduction

Are you an employer who wants to protect your employees' safety and health, but who needs some expert assistance? Are you concerned that your business cannot afford the cost of professional help? The Occupational Safety and Health Administration (OSHA) is sensitive to the difficulties faced by employers who are genuinely concerned with their employees' safety and health and who wish to comply with OSHA regulations. Therefore, in addition to vigorously enforcing the regulations issued to protect Americans on-the-job, the agency operates various voluntary compliance programs that address the need for employer assistance. Foremost among these programs is OSHA Consultation, a free source of vital information and technical assistance. You may be eligible for this free consultation service, which helps employers evaluate and prevent the hazardous workplace conditions and work practices that can cause injuries and illnesses.

OSHA Consultation is a broad network of occupational safety and health services funded primarily by federal OSHA but delivered by the 50 state governments, the District of Columbia, Guam, Puerto Rico, and the Virgin Islands. The states offer the expertise of highly qualified occupational safety and health professionals to employers who request help to establish and maintain a safe and healthful workplace. The comprehensive assistance that is available goes well beyond the minimum requirements of OSHA regulations. It includes an appraisal of all mechanical systems, physical work practices, and environmental hazards of the workplace, and all aspects of the employer's present job safety and health program. Assistance is also available to employers wishing to develop and implement an effective workplace safety and health program that corrects and continuously addresses safety and health concerns.

Good News in an Attractive Package

Free - The price is right! OSHA Consultation assistance is *free of charge* to eligible employers. Federal OSHA, in partnership with the states, designed and funded this program to provide expert advice to more hazardous, smaller businesses that want help in establishing a safe and healthful workplace. *You, the employer, pay absolutely nothing.*

Smaller Businesses - OSHA Consultation is specifically designed for small and medium-sized businesses — *no more than 250 employees* — in high-hazard industries or involved in hazardous operations. Small employers sometimes find it difficult to identify their worksite's hazards and to interpret complex federal and state safety and health standards. Moreover, small employers often lack the financial resources to hire outside private consultants to help them meet their obligations under the *Occupational Safety and Health Act of 1970* and state workplace safety and health laws. For these reasons, small employers receive priority for consultation services.

No Penalty - The fact that the service is funded by OSHA is no reason for concern. *No citations* are issued for hazards identified by the consultant, and *no penalties* are ever proposed.

Confidential - OSHA Consultation is a *confidential service* that is completely separate from OSHA enforcement operations. Your request for consultation will not trigger a federal or state OSHA inspection. The consultant will not provide the owner's name, the company's name, or any information about the workplace to OSHA's inspection staff, so long as the employer agrees to correct in a timely manner any serious hazards uncovered during the consultation visit. Only if an employer fails or refuses to eliminate or control a serious hazard or imminent danger situation within the agreed upon time frames will OSHA enforcement staff be notified. Such instances are very rare.

Full Service Consultation - A full range of consultation services is available in all states, and OSHA encourages employers to request full service consultation. Full service consultation covers all working conditions and includes assistance in establishing effective workplace safety and health programs, with an emphasis on *preventing worker injuries and illnesses*. Assistance may also include training and education for you, your supervisors, and your other employees. *Limited service consultation* also is available. You have the option of limiting the consultation visit to a discussion of fewer, more specific problems.

SHARP (Safety and Health Achievement Recognition Program) - If you take special pride in your workplace and think it

deserves special recognition for joint employer-worker safety and health efforts, you'll want to look at the SHARP program. *Special recognition*, in the form of a certificate issued by OSHA granting a *one-year exemption* from OSHA general schedule inspections, may be awarded to eligible employers who receive a full service consultation visit, correct all identified hazards, and demonstrate that an effective safety and health program is in operation. SHARP recognizes employers who operate exemplary safety and health programs that result in the immediate and long-term prevention of job-related injuries and illnesses.

Benefits - First and foremost, your increased understanding of workplace hazards and remedies will enable you to protect your workers from injury and illness. You may even prevent loss of life at your worksite. With this knowledge, you also will be in a better position to comply with federal and state job safety and health requirements. Moreover, management experts believe that the company with a well-managed safety and health program enjoys better management overall. An effective safety and health program not only promotes the conservation of human lives and resources, but also can improve employee morale and increase productivity and product quality. In addition to direct savings from lowered injury and illness rates, you can expect financial savings from decreased workers' compensation costs, fewer product losses, and reductions in lost work time. You will find that effective workplace safety and health management is *good business* because the cost of accidents can far exceed the cost of prevention.

Consultation in Action: Five Steps to Success

Requesting Assistance - How do you begin this process? Consultation starts with your request, which may be a telephone call, a letter, or a personal contact. (See list of consultation projects at the end of this publication.) The consultation office will determine the priority of your request for services according to the nature and size of your workplace. More hazardous sites receive top priority. The consultant assigned to your request will contact you to set up a visit date based on the priority assigned to it, your work schedule, and the time needed for the consultant to prepare adequately to assist you. The consultant may encourage you to

include within the scope of your request all working conditions and the site's entire safety and health program. You may choose, however, to limit the consultation visit to a discussion of fewer, more specific problems. During the visit, if the consultant observes hazards that are outside the scope of the request, he/she must inform you, and you must correct any hazards that OSHA deems serious or that pose an "imminent danger" to employees.

Most requests for OSHA Consultation assistance can best be handled by a worksite visit. Some services, however, such as safety and health reviews of proposed or new production processes, or educational workshops delivered to groups of employers and workers, may be conducted away from the worksite.

The Opening Conference - Upon arriving at the worksite for a scheduled visit, the consultant will briefly review with you the ground rules of the visit, including your obligation to protect employees in the event that serious hazardous conditions are identified. The consultant's right to privately interview individual employees and to speak with workers at their work stations, explained during the initial contact, will be reviewed again. You must agree to permit such contact before the visit may proceed.

OSHA's experience with thousands of worksites, from the very best to the very worst, has taught us the value of extensive employee involvement in all aspects of workplace safety and health. Informed and alert employees who are actively involved in protecting themselves and their fellow workers can more effectively cooperate with you to identify, analyze, and correct potential hazards. Therefore, the consultant will strongly encourage you to allow employee participation at each step of the consultative visit, from opening conference to site walkthrough and closing conference. In unionized work areas, the employer must afford employee representatives the opportunity to participate fully in the consultation visit, from start to finish. Employers at unionized sites must agree to this involvement before the consultant's walkthrough of the worksite may occur. If a written safety and health program exists, the consultant will want to review this and other related documents.

The Walkthrough - During the walkthrough, you will accompany the consultant as he/she either studies your entire operation or focuses on those areas, conditions, or hazards for which you have requested assistance. Other safety and health hazards that may not be covered by current federal or state OSHA standards, but that still pose a risk to safety or health, also will be discussed.

The consultant will conduct a complete review of company operations from the perspective of safety and health. This includes looking for physical hazards by examining the structural condition of the building, the condition of the floors and stairs, and the exits and fire protection equipment. He/she will review the layout for adequate space in aisles and between machines and will check for proper control of electrical and mechanical hazards. The consultant will survey the controls used to limit worker exposure to occupational health hazards, including toxic and corrosive substances and especially air contaminants. He/she will check whether all necessary personal protective equipment is available and functioning properly, and whether employees know how to use

and care for this equipment. Attention will be given to problems associated with worker exposure to noise, vibration, extreme temperatures, lighting, or other environmental factors. The consultant will be interested in work practices, including general housekeeping and the use and maintenance of hand and portable power tools, as well as forklifts and other heavy equipment.

Throughout the walkthrough, the consultant will not merely note problems but also will discuss prevention and control and, if you request, may provide on-the-spot education and training for your employees and supervisory personnel. The consultant will want to discuss with both you and your employees aspects of safety and health management such as job training (including safety and health orientation and ongoing training), supervision, accountability for safety and health, equipment maintenance and repair, inspections, first-aid and emergency procedures, hazard reporting procedures and other means of communicating about safety and health, prevailing attitudes among managers and other workers, and current injury and illness data.

The consultant will offer advice and technical assistance for addressing each of the observed hazards within the framework of an effective safety and health program. Upon your request, he/she

will work with you to develop or improve a worksite safety and health program that addresses your site's particular needs and conditions.

The Closing Conference - Following the walkthrough, the consultant will meet with you in a closing conference. This session offers the consultant an opportunity to discuss safety and health measures that are already in place at your worksite and that are particularly effective, and also any practices that warrant improvement. The consultant may make suggestions, for example, concerning worker training, work practices, methods for holding supervisors and employees accountable for safety and health, and ways to promote safety and health. At this time, you and the consultant can discuss problems, possible solutions, and time frames for eliminating or controlling any hazards identified during the walkthrough. If the consultant believes it necessary, he/she will recommend other sources for specialized technical help.

In rare instances, the consultant may find an "imminent danger" situation during the walkthrough. If this occurs, the employer must take immediate action to protect all affected workers. If the consultant finds a hazard that is considered a "serious violation" under OSHA criteria, he/she will work with you to develop a mutually acceptable plan and schedule to eliminate or control that hazard. During this time, OSHA encourages you to advise all affected employees of the hazards, provide adequate interim protective measures, and to notify them when the hazards are ultimately corrected.

Hazard Correction After the Visit - Following the closing conference, the consultant will send you a written report explaining the findings and confirming any correction periods to which you have agreed. The report also will include suggested means or approaches for eliminating or controlling hazards as well as recommendations for making your safety and health program more effective. You are, of course, free to contact the consultant for additional assistance at any time.

The consultant may decide that a follow up visit to your worksite is needed to assure that any required corrections have been made or to provide continuing assistance.

Remember, consultation can go beyond the usual physical survey of the workplace that focuses on violations of federal or state OSHA standards. The consultant may point out work practices not yet covered by OSHA standards that are likely to cause illness or injury and may then advise and assist you in correcting them. The consultant may propose other measures that will improve your company's occupational injury and illness experience. For example, he/she may suggest that you conduct self-inspections, emphasize supervisory responsibility in promoting safety, identify safety and health training needs, alert your workers to hazards, and hold regular safety and health meetings with employees.

Summary

OSHA Consultation is a voluntary approach to designing safety and health in the workplace. By building upon labor-management participation in the onsite consultative survey, consultation can bring workers and employers together to develop and implement continuing programs to control hazards and prevent worker injuries and illnesses. Through such pooled resources and periodic, joint self-inspections, employers and employees together can work to make their jobsite a safer and more healthful environment.

OSHA Consultation provides several benefits, all at not cost to you, the employer. Onsite consultants **will do** the following:

- Help you recognize hazards in your workplace.
- Suggest approaches or options for solving a safety or health problem.
- Identify sources of help available to you if you need further assistance.
- Provide you with a written report that summarizes these findings.
- Assist you in developing or maintaining an effective safety and health program.
- Offer training and education for you and your employees at your workplace and, in some cases, away from the site.
- Under specified circumstances, recommend you for recognition by OSHA's SHARP program and a 1-year exemption from general schedule enforcement inspections.

Consultants **will not**:

- Issue citations or propose penalties for violations of federal or state OSHA standards.
- Routinely report possible violations to OSHA enforcement staff except for unabated serious conditions.
- Guarantee that any workplace will “pass” a federal or state OSHA inspection.

If you have requested the broadest form of assistance, full service consultation, by the completion of the process you will have received:

- An appraisal of all mechanical and environmental hazards and physical work practices.
- An appraisal of the present job safety and health program or the establishment of one.
- A conference to review findings.
- A written report of recommendations and agreements.
- Training and assistance with implementing recommendations.
- Follow up by the consultant to ensure that any required corrections have been made.

Take the first step toward building long-term cooperative safety and health management in your workplace. Talk to your State Consultation Program Office. Why not do it today? We are ready to serve you.

Additional Information

For more information about the benefits of consultation, contact your State Consultation Program, your OSHA Regional Office, or in States that operate their own worker safety and health program, the appropriate State agency. Phone numbers and addresses are listed in the back of this booklet. You can also find information about OSHA Consultation on OSHA’s Home Page on the Internet (www.osha.gov).

Other Sources of OSHA Assistance

Safety and Health Program Management Guidelines

Effective management of worker safety and health protection is a decisive factor in reducing the extent and severity of work-related injuries and illnesses and their related costs. To assist employers and employees in developing effective safety and health programs, OSHA published recommended *Safety and Health Program Management Guidelines* (*Federal Register* 54(18): 3908-3916, January 26, 1989). These voluntary guidelines apply to all places of employment covered by OSHA.

The guidelines identify four general elements that are critical to the development of a successful safety and health management program:

- Management commitment and employee involvement,
- Worksite hazard analysis,
- Hazard prevention and control, and
- Safety and health training.

The guidelines recommend specific actions under each of these general elements. A single free copy of the guidelines can be obtained from the OSHA Publications Office.

State Programs

The *Occupational Safety and Health Act of 1970* encourages states to develop and operate their own job safety and health plans. States with plans approved under section 18 of the Act must adopt standards and enforce requirements that are at least as effective as federal requirements. There are currently 25 state plan states and territories: 23 covering both private and public (state and local government) employees and two covering public sector employees only.

Plan states must adopt standards comparable (but not necessarily identical) to the federal within 6 months of a federal standard's promulgation. Until a state standard is promulgated, OSHA will provide interim enforcement assistance, as appropriate, in these states. A listing of states with approved plans appears at the end of this publication.

Voluntary Protection Programs (VPP)

The Voluntary Protection Programs (VPP), OSHA Consultation's sister program, are designed to recognize and promote effective exemplary safety and health program management. In the VPP, management, labor and OSHA establish cooperative relationships at workplaces that have implemented strong programs.

Sites approved for VPP's Star, Merit, and Demonstration programs have met, and must continue to meet, rigorous participation standards. Benefits of VPP participation include improved employee motivation to work safely, leading to better quality and productivity; lost-workday case rates that generally are half of the national industry averages; reduced workers' compensation and other injury-and illness-related costs; positive community recognition and interaction; further improvement and revitalization of already good safety and health programs; and partnership with OSHA.

Voluntary Protection Programs and onsite consultation services, when coupled with an effective enforcement program, expand worker protection to help meet the goals of the OSH Act.

For additional information about the VPP, contact the VPP Manager in your OSHA regional office listed at the end of this publication.

Training and Education

OSHA area offices offer a variety of information services, such as publications, audiovisual aids, technical advice, and speakers for special engagements. OSHA's Training Institute in Des Plaines, IL, provides basic and advanced courses in safety and health for federal and state compliance officers, state consultants, federal agency personnel, and private sector employers, employees, and their representatives.

The OSHA Training Institute also has established OSHA Training Institute Education Centers to address the increased demand for its courses from the private sector and from other federal agencies. These centers are nonprofit colleges, universities, and other organizations that have been selected after a competition for participation in the program.

OSHA also provides funds to nonprofit organizations, through grants, to conduct workplace training and education in subjects where OSHA believes there is a lack of workplace training. Grants are awarded annually. Grant recipients are expected to contribute a matching share of at least 20 percent of the total grant cost.

For more information on grants, training and education, contact the OSHA Training Institute, Office of Training and Education, 1555 Times Drive, Des Plaines, IL 60018, telephone (847) 297-4810; fax (847) 297-4874.

For further information on any OSHA program, contact your nearest OSHA area or regional office listed at the end of this publication.

Electronic Information

Labor News Bulletin Board—OSHA news releases, recent Federal Register notices, fact sheets, and other information are available by modem by dialing (202) 219-4784. Callers should set the modem at 300, 1,200, 2,400, 9,600, or 14,400 BAUD; Parity: None; Data Bits=1. Voice phone (202) 219-8831.

Internet—OSHA standards, interpretations, directives, and additional information are now on the World Wide Web at <http://www.osha.gov/> and <http://www.osha-slc.gov/>.

CD-ROM—A wide variety of OSHA materials including standards, interpretations, directives, and more can be purchased on CD-ROM from the Government Printing Office. To order, write to Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954. Specify OSHA Regulations, Documents and Technical Information on CD-ROM, (ORDT), S/N 729-013-00000-5. The price is \$38.00 per year (\$47.50 foreign); single copy \$15.00 (\$18.75 foreign).

Emergencies

To report life-threatening situations, fatalities, or catastrophes, call (800) 321-OSHA. Complaints will go immediately to the nearest OSHA area or state office for help.

For further information on any OSHA program, contact your nearest OSHA area or regional office listed at the end of this publication.

OSHA Related Publications

Single, free copies of the following publications can be obtained from the U.S. Department of Labor, OSHA Publications, P.O. Box 37535, Washington, DC 20013-7535, telephone (202) 219-4667, fax (202) 219-9266, or from your nearest OSHA area or regional office listed at the end of this booklet. Please include a self-addressed mailing label with your request.

All About OSHA - OSHA 2056

Job Safety and Health Protection - OSHA 2203

Occupational Safety and Health Act (Public Law 91-596, as amended by P.L. 101-552, 1990) - OSHA 2001

Employee Workplace Rights - OSHA 3021

Employer Rights and Responsibilities Following an OSHA Inspection - OSHA 3000

OSHA Inspections - OSHA 2098

How to Prepare for Workplace Emergencies - OSHA 3088

Personal Protective Equipment - OSHA 3077

Respiratory Protection - OSHA 3079

The following publications are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402, telephone (202) 512-1800. Include GPO Order No. and make checks payable to Superintendent of Documents.

Job Hazard Analysis - OSHA 3071
Order No. 029-016-00142-5. Cost \$5.00.

OSHA Handbook for Small Businesses - OSHA 2209
Order No. 029-016-00144-1. Cost \$4.00. The *OSHA Handbook for Small Businesses* (OSHA 2209) applies OSHA's recommended safety and health program management guidelines, discussed above, to the special concerns of smaller businesses.

Job Safety & Health Quarterly, OSHA's award-winning official magazine. Order No. 5507. Cost \$9.50 per year, \$11.90 foreign.

OSHA Consultation Project Directory

ALABAMA

7(c)(1) Onsite Consultation
Program
425 Martha Parham
P.O. Box 870388
Tuscaloosa, AL 35487
205-348-3033
Fax: 205-348-3049

ALASKA

Division of Consultation
Training
ADOL/OSHA
3301 Eagle Street
P.O. Box 107022
Anchorage, AK 99510
(907)-269-4957
Fax: (907) 269-4950

ARIZONA

Consultation and Training
Division of Occupational Safety
and Health
Industrial Commission
of Arizona
800 West Washington
Phoenix, AZ 85007-9070
(602) 542-5795
Fax: (602) 542-1614

ARKANSAS

OSHA Consultation
Arkansas Department of Labor
10421 West Markham
Little Rock, AK 72205
(501) 682-4522
Fax: (501) 682-4532

CALIFORNIA

CAL/OSHA Consultation
Service
Department of Industrial
Relations
Room 5246
45 Fremont Street
San Francisco, CA 94105
(415) 972-8515
Fax: (415) 972-8513

COLORADO

Occupational Safety and
Health Section
West Colorado State
University
115 Environmental Health
Building
Fort Collins CO 80523
(970) 491-6151
Fax: (970) 491-7778

CONNECTICUT

Division of Occupational Safety
and Health
Connecticut Department of
Labor
38 Wolcott Hill Road
Wethersfield, CT 06109
(203) 566-4550
Fax: (203) 566-6916

DELEWARE

Occupational Safety and Health
Division of Industrial Affairs
Delaware Department of Labor
4425 Market Street
Wilmington, DE 19802
(302) 761-8219
Fax: (302) 761-6601

District of Columbia

Office of Occupational Safety
and Health

D.C. Department
of Employment Services
950 Upshur Street, N.W.
Washington, D.C. 20011
(202) 576-6339
Fax: (202) 576-7579

FLORIDA

7(c)(1) Onsite Consultation
Program
Division of Safety
Florida Department of Labor
and Employment Security
2002 St. Augustine Road
Building E, Suite 45
Tallahassee, FL 32399-0663
(904) 488-3044
Fax: (904) 922-4538

GEORGIA

7(c)(1) Onsite Consultation
Georgia Institute
of Technology
O'Keefe Building, Room 22
Atlanta, GA 30332
(404) 894-2643
Fax: (404) 894-8275

GUAM

OSHA Onsite Consultation
Department of Labor
Government of Guam
P.O. Box 9970
Tamuning, GU 96931
(671) 475-0136
Fax: (671) 447-2988

HAWAII

Consultation and Training
Branch
Department of Labor
and Industrial Relations
830 Punchbowl Street
Honolulu, HI 96813
(808) 586-9100
Fax: (808) 586-9099

IDAHO

Safety and Health
Consultation Program
Boise State University
Department of Health Studies
1910 University Dr.,
ET-338A
Boise, ID 83725
(208) 385-3283
Fax: (208) 385-4411

ILLINOIS

Illinois Onsite Consultation
Industrial Service Division
Department of Commerce
and Community Affairs
State of Illinois Center
Suite 3-400
100 West Randolph Street
Chicago, IL 60601
(312) 814-2337
Fax: (312) 814-7238

INDIANA

Division of Labor
Bureau of Safety, Education
and Training
402 West Washington,
Room W195
Indianapolis, IN 46204-2287
(317) 232-2688
Fax:(317) 233-3790

IOWA

7(c)(1) Consultation Program
Iowa Bureau of Labor
1000 East Grand Avenue
Des Moines, IA 50319
(515) 281-5352
Fax: (515) 281-4831

KANSAS

Kansas 7(c)(1) Consultation
Program
Kansas Department of Human
Resources
512 South West 6th Street
Topeka, KS 66603-3150
(913) 296-7476
Fax: (913) 296-1775

KENTUCKY

Division of Education
and Training
Kentucky Labor Cabinet
1047 U.S. Highway 127, South
Frankfort, KY 40601
(502) 564-6895
Fax: (502) 564-6103

LOUISIANA

7(c)(1) Consultation Program
Louisiana Department of Labor
P.O. Box 94094
Baton Rouge, LA 70804-9094
(504) 342-9601
Fax: (504) 342-5158

MAINE

Division of Industrial Safety
Maine Bureau of Labor
Standards
State House Station #82
Augusta, ME 04333
(207) 624-6460
Fax: (207) 624-6449

MARYLAND

Division of Labor and Industry
501 Saint Paul Place
10th Floor
Baltimore, MD 21202
(410) 333-4210
Fax: (410) 333-8308

MASSACHUSETTS

The Commonwealth
of Massachusetts
Department of Labor
and Industries
1001 Watertown Street
West Newton, MA 02165
(617) 727-3982
Fax: (617) 727-4581

MICHIGAN

Michigan Department
of Public Health
Division of Occupational Health
3423 North Martin Luther King
Blvd.
P.O. Box 30195
Lansing, MI 48909
(517) 335-8250
Fax: (517) 335-8010

Michigan Department of Labor
Bureau of Safety
and Regulation
7150 Harris Drive
Lansing, MI 48909
(517) 322-1809
Fax: (517) 322-1374

MINNESOTA

Department of Labor
and Industry
Consultation Division
443 LaFayette Road
Saint Paul, MN 55155
(612) 297-2392
Fax: (612) 297-1953

MISSISSIPPI

Mississippi State University
Center for Safety
and Health
2906 N. State Street, Suite 201
Jackson, MS 39216
(601) 987-3981
Fax: (601) 987-3890

MISSOURI

Onsite Consultation Program
Division of Labor Standards
Department of Labor
and Industrial Relations
3315 West Truman Boulevard
P.O. Box 449
Jefferson City, MO 65109
(573) 751-3403
Fax: (573) 751-3721

MONTANA

Department of Labor
and Industry
Bureau of Safety
P.O. Box 1728
Helena, MT 59624-1728
(406) 444-6418
Fax: (406) 444-4140

NEBRASKA

Division of Safety Labor
and Safety Standards
Nebraska Department of Labor
State Office Building,
Lower Level
301 Centennial Mall, South
Lincoln, NE 68509-5024
(402) 471-4717
Fax: (402) 471-5039

NEVADA

Division of Preventative Safety
Department of Industrial
Relations
2500 W. Washington,
Suite 106
Las Vegas, NV 89106
(702) 486-5016
Fax: (702) 486-5018

NEW HAMPSHIRE

New Hampshire Department
of Health
Division of Public Health
Services
6 Hazen Drive
Concord, NH 03301-6527
(603) 271-2024
Fax: (603) 271-2667

NEW JERSEY

Division of Workplace
Standards
New Jersey Department
of Labor
Station Plaza 4, CN 953
22 South Clinton Avenue
Trenton, NJ 08625-0953
(609) 292-3923
Fax: (609) 292-4409

NEW MEXICO

New Mexico Environment
Department
Occupational Health and Safety
Bureau
525 Camino de Los Marquez,
Suite 3
P.O. Box 26110
Santa Fe, NM 87502
(505) 827-4230
Fax: (505) 827-4422

NEW YORK

Division of Safety and Health
State Office Campus
Building 12, Room 457
Albany, NY 12240
(518) 457-2481
Fax: (518) 457-5545

New York State Department
of Labor
(Public Employees)
State Building Campus,
Building 12
Albany, NY 12240
(518) 457-3518
Fax: (518) 457-5545

NORTH CAROLINA

Bureau of Consultative
Services
Department of Labor - OSHA
Division
319 Chapanoke Road,
Suite 105
Raleigh, NC 27603-3432
(919) 662-4644
Fax: (919) 662-4671

NORTH DAKOTA

Division of Environmental
Engineering
1200 Missouri Avenue,
Road 304
Bismark, ND 58506-5520
(701) 328-5188
Fax: (701) 328-5188

OHIO

Division of Onsite Consultation
Bureau of Employment Services
145 S. Front Street
Columbus, OH 43216
(614) 644-2246
Fax: (614) 664-3133

OKLAHOMA

Oklahoma Department
of Labor
OSHA Division
4001 North Lincoln Boulevard
Oklahoma City, OK
73105-5212
(405) 528-1500
Fax: (405) 528-5751

OREGON

Department of Insurance
and Finance
Occupational Safety and Health
Division
Labor and Industries Building,
Room 430
350 Winter Street, N.E.
Salem, OR 97310
(503)378-3272
Fax: (503) 378-5729

PENNSYLVANIA

Indiana University
of Pennsylvania
Safety Sciences Department
205 Uhler Hall
Indiana, PA 15705-1087
(412) 357-2561
Fax: (412) 357-2385

PUERTO RICO

Occupational Safety
and Health Office
Department of Labor and
Human Resources
505 Munoz Rivera Avenue,
21st Floor
Hato Rey, PR 00918
(809) 754-2188
Fax: (809) 767- 6051

RHODE ISLAND

Division of Occupational
Health
Rhode Island Department
of Health
Division of Occupational
Health
3 Capital Hill
Providence, RI 02908
(401) 277-2438
Fax: (401) 277-6953

SOUTH CAROLINA

South Carolina Department
of Labor,
Licensing and Regulation
3600 Forest Drive
P.O. Box 11329
Columbia, SC 29211
(803) 734-9614
Fax: (803) 734-9741

SOUTH DAKOTA

Engineering Extension
Onsite Technical Division
South Dakota State University
West Hall Box 510
907 Harvey Dunn Street
Brookings, SD 57007
(605) 688-4101
Fax: (605) 688-6290

TENNESSEE

OSHA Consultative Services
Division
Tennessee Department of Labor
710 James Robertson
Parkway, 3rd Floor
Nashville, TN 37243-0659
(615) 741-7036
Fax: (615) 741-3325

TEXAS

Workers' Health and Safety
Division
Workers' Compensation
Commission
Southfield Building
4000 South IH 35
Austin, TX 78704
(512) 440-3834
Fax: (512) 440-3831

UTAH

Utah Industrial Commission
Consultation Services
160 East 300 South
Salt Lake City, UT 84114-6650
(801) 530-6868
Fax: (801) 530-6992

VERMONT

Division of Occupational
Safety and Health
Vermont Department of Labor
and Industry
National Life Building,
Drawer #20
Montpelier, VT 05602-3401
(802) 828-2765
Fax: (802) 828-2748

VIRGINIA

Virginia Department of Labor
and Industry
Occupational Safety
and Health Training
and Consultation
13 South 13th Street
Richmond, VA 23219
(804) 786-6359
Fax: (804) 786-8418

VIRGIN ISLANDS

Division of Occupational
Safety and Health
Virgin Islands Department
of Labor
3021 Golden Rock
Christiansted St. Croix, VI
00840
(809) 772-1315
Fax: (890) 772-4323

WASHINGTON

Washington Department
of Labor and Industries
Division of Industrial Safety
and Health
P.O. Box 44643
Olympia, WA 98504
(360) 902-5638
Fax: (360) 902-5459

WEST VIRGINIA

West Virginia Department
of Labor
Division of Industrial Safety and
Health
P.O. Box 44643
Charleston, WV 25305
(304) 558-7890
Fax: (304) 558-3797

WISCONSIN

Wisconsin Department of
Health and Human Services
Division of Health
Section of Occupational Health
Room 112
1414 East Washington Avenue
Madison, WI 53703
(608) 266-8579
Fax: (608) 266 9711

Wisconsin Department
of Industry
Labor and Human Relations
Bureau of Safety Inspections
401 Pilot Court, Suite C
Waukesha, WI 53188
(414) 521-5063
Fax: (414) 548-8614

WYOMING

Wyoming Department
of Employment
Workers' Safety and
Compensation Division
Herschler Building, 2 East
122 West 25th Street
Cheyenne, WY 82002
(307) 777-7786
Fax: (307) 777-3646

States with Approved Plans

COMMISSIONER

Alaska Department of
Labor
1111 West 8th Street
Room 306
Juneau, AK 99801
(907) 465-2700

DIRECTOR

Industrial Commission
of Arizona
800 W. Washington
Phoenix, AZ 85007
(602) 542-5795

DIRECTOR

California Department
of Industrial Relations
45 Fremont Street
San Francisco, CA 94105
(415) 972-8835

COMMISSIONER

Connecticut Department
of Labor
200 Folly Brook Boulevard
Wethersfield, CT 06109
(203) 566-5123

DIRECTOR

Hawaii Department of
Labor and Industrial
Relations
830 Punchbowl Street
Honolulu, HI 96813
(808) 586-8844

COMMISSIONER

Indiana Department of Labor
State Office Building
402 West Washington Street
Room W195
Indianapolis, IN 46204
(317) 232-2378

COMMISSIONER

Iowa Division of Labor
Services
1000 E. Grand Avenue
Des Moines, IA 50319
(515) 281-3447

SECRETARY

Kentucky Labor Cabinet
1049 U.S. Highway, 127 South
Frankfort, KY 40601
(502) 564-3070

COMMISSIONER

Maryland Division of Labor
and Industry
Department of Labor Licensing
and Regulation
501 St. Paul Place, 2nd Floor
Baltimore, MD 21202-2272
(410) 333-4179

DIRECTOR

Michigan Department
of Consumer and Industrial
Services
4th Floor, Law Building
P.O. Box 30004
Lansing, MI 48909
(517) 373-7230

COMMISSIONER

Minnesota Department of Labor
and Industry
443 Lafayette Road
St. Paul, MN 55155
(612) 296-2342

DIRECTOR

Nevada Division of Industrial
Relations
400 West King Street
Carson City, NV 97502
(702) 687-3032

SECRETARY

New Mexico Environment
Department
1190 St. Francis Drive
P.O. Box 26110
Santa Fe, NM 87502
(505) 827-2850

COMMISSIONER

New York Department of Labor
W. Averell Harriman State
Office
Building - 12, Room 500
Albany, NY 12240
(518) 457-2741

COMMISSIONER

North Carolina Department
of Labor
319 Chapanoke Road
Raleigh, NC 27603
(919) 662-4585

ADMINISTRATOR

Department of Consumer
& Business Services
Occupational Safety and Health
Division (OR-OSHA)
Labor and Industries Bldg.,
Room 430
Salem, OR 97310
(503) 378-3272

SECRETARY

Puerto Rico Department
of Labor and Human
Resources
Prudencio Rivera Martinez
Building
505 Munoz Rivera Avenue
Hato Rey, PR 00918
(809) 754-2119

COMMISSIONER

South Carolina Department
of Labor
Licensing and Regulation
3600 Forest Drive
P.O. Box 11329
Columbia, SC 29211-1329
(803) 734-9594

COMMISSIONER

Tennessee Department
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Attention: Robert Taylor
710 James Robertson Parkway
Nashville, TN 37243-0659
(615) 741-2582

COMMISSIONER

Industrial Commission of Utah
160 East 300 South, 3rd Floor
P.O. Box 146600
Salt Lake City, UT 84114-
6600
(801) 530-6898

COMMISSIONER

Vermont Department of Labor
and Industry
National Life Building -
Drawer 20
120 State Street
Montpelier, VT 05620
(802) 828-2288

COMMISSIONER

Virginia Department of Labor
and Industry
Powers-Taylor Building
13 South 13th Street
Richmond, VA 23219
(804) 786-2377

COMMISSIONER

Virgin Islands Department
of Labor
2131 Hospital Street, Box 890
Christiansted
St. Croix, VI 00820-4666
(809) 773-1994

DIRECTOR

Washington Department
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General Administrative
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P.O. Box 44000
Olympia, WA 98504-4000
(360) 902-4200

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Worker's Safety
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Wyoming Department
of Employment
Herschler Building,
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122 West 25th Street
Cheyenne, WY 82002
(307) 777-7786

OSHA Area Offices

Area	Telephone
Albany, NY	(518) 464-6742
Albuquerque, NM	(505) 248-5302
Allentown, PA	(610) 776-0592
Anchorage, AK	(907) 271-5152
Appleton, WI	(414) 734-4521
Austin, TX	(512) 916-5783
Avenel, NJ	(908) 750-3270
Baltimore, MD	(410) 962-2840
Bangor, ME	(207) 941-8177
Baton Rouge, LA	(504) 389-0474
Bayside, NY	(718) 279-9060
Bellevue, WA	(206) 553-7520
Billings, MT	(406) 247-7494
Birmingham, AL	(205) 731-1534
Bismarck, ND	(701) 250-4521
Boise, ID	(208) 334-1867
Bowmansville, NY	(716) 684-3891
Braintree, MA	(617) 565-6924
Bridgeport, CT	(203) 579-5581
Calumet City, IL	(708) 891-3800
Carson City, NV	(702) 885-6963
Charleston, WV	(304) 347-5937
Cincinnati, OH	(513) 841-4132
Cleveland, OH	(216) 522-3818
Columbia, SC	(803) 765-5904
Columbus, OH	(614) 469-5582
Concord, NH	(603) 225-1629
Corpus Christi, TX	(512) 888-3420
Dallas, TX	(214) 320-2400
Denver, CO	(303) 844-5285
Des Plaines, IL	(847) 803-4800
Des Moines, IA	(515) 284-4794
Englewood, CO	(303) 843-4500
Erie, PA	(814) 833-5758
Fort Lauderdale, FL	(305) 424-0242
Fort Worth, TX	(817) 581-7303
Frankfort, KY	(502) 227-7024

Harrisburg, PA	(717) 782-3902
Hartford, CT	(203) 240-3152
Hasbrouck Heights, NJ	(201) 288-1700
Guaynabo,PR	(787) 277-1560
Honolulu, HI	(808) 541-2685
Houston, TX	(713) 286-0583
Houston, TX	(713) 591-2438
Indianapolis, IN	(317) 226-7290
Jackson, MS	(601) 965-4606
Jacksonville, FL	(904) 232-2895
Kansas City, MO	(816) 483-9531
Lansing, MI	(517) 377-1892
Little Rock, AR	(501) 324-6291
Lubbock, TX	(806) 743-7681
Madison, WI	(608) 264-5388
Marlton, NJ	(609) 757-5181
Methuen, MA	(617) 565-8110
Milwaukee, WI	(414) 297-3315
Minneapolis, MN	(612) 348-1994
Mobile, AL	(334) 441-6131
Nashville, TN	(615) 781-5423
New York, NY	(212) 466-2482
Norfolk, VA	(804) 441-3820
North Aurora, IL	(630) 896-8700
Oklahoma City, OK	(405) 231-5351
Omaha, NE	(402) 221-3182
Parsippany, NJ	(201) 263-1003
Peoria, IL	(309) 671-7033
Philadelphia, PA	(215) 597-4955
Phoenix, AZ	(602) 640-2007
Pittsburgh, PA	(412) 644-2903
Portland, OR	(503) 326-2251
Providence, RI	(401) 528-4669
Raleigh, NC	(919) 856-4770
Salt Lake City, UT	(801) 524-5080
San Francisco, CA	(415) 744-7120
Savannah, GA	(912) 652-4393
Smyrna, GA	(404) 984-8700
Springfield, MA	(413) 785-0123
St. Louis, MO	(314) 425-4249
Syracuse, NY	(315) 451-0808
Tampa, FL	(813) 626-1177

Tarrytown, NY	(914) 524-7510
Toledo, OH	(419) 259-7542
Tucker, GA	(770) 493-6644
Westbury, NY	(516) 334-3344
Wichita, KS	(316) 269-6644
Wilkes-Barre, PA	(717) 826-6538
Wilmington, DE	(302) 573-6115

**U.S. Department of Labor
Occupational Safety and Health Administration
Regional Offices**

Region I

(CT,* MA, ME, NH, RI, VT*)

JFK Federal Bldg.

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Region II

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201 Varick Street

Room 670

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Telephone: (212) 337-2378

Region III

(DC, DE, MD,* PA, VA,* WV)

Gateway Building, Suite 2100

3535 Market Street

Philadelphia, PA 19104

Telephone: (215) 596-1201

Region IV

(AL, FL, GA, KY,* MS, NC,

SC,* TN*)

1375 Peachtree Street, N.E.

Suite 587

Atlanta, GA 30367

Telephone: (404) 347-3573

Region V

(IL, IN,* MI,* MN,* OH, WI)

230 South Dearborn Street

Room 3244

Chicago, IL 60604

Telephone: (312) 353-2220

Region VI

(AR, LA, NM,* OK, TX)

525 Griffin Street

Room 602

Dallas, TX 75202

Telephone: (214) 767-4731

Region VII

(IA,* KS, MO, NE)

City Center Square

1100 Main Street, Suite 800

Kansas City, MO 64105

Telephone: (816) 426-5861

Region VIII

(CO, MT, ND, SD, UT,* WY*)

Federal Building, Room 1576

1999 Broadway

Denver, CO 80202-5716

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Region IX

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SAMOA, AZ,* CA,*

GUAM, HI,* NV,*

TRUST TERRITORIES

OF THE PACIFIC)

71 Stevenson Street, 4TH Floor

San Francisco, CA 94105

Atlanta, GA 30367

Telephone: (415) 744-6670

Region X

(AK,* ID, OR,* WA*)

1111 Third Avenue

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Seattle, WA 98101-3212

Telephone: (206) 553-5930

*These states and territories operate their own OSHA-approved job safety and health programs (Connecticut and New York plans cover public employees only).