



CONSULTATIVE SERVICES

What do you do once the request has been submitted?

Now that you have submitted the request, what happens?

- An acknowledgement email will be sent to you within 48 hours, and shortly thereafter, a Consultative Services consultant will contact you to schedule dates for the survey.
- The consultant will discuss the process and let you know what you can do to prepare. Many of those items are described below and you can start on them right away.

What you can do while waiting for Consultative Services

- The consultant will ask for written safety and health programs. It is not a problem if you do not have some or any of the programs (or other paperwork listed) as you may not be required to have, or maintain, all of them. It is the consultant's job to help determine what programs and paperwork are or are not needed. Sharing the programs you do have ahead of time will let the consultant review them before arriving at your worksite.
- If you have any of the listed paperwork in a digital format, you will be able to email copies to the consultant for review prior to their visit.

Important information to be aware of:

- You continue to have the statutory obligation to provide a safe and healthy workplace while waiting for consultative services to visit.
- If the consultant identifies hazards, you will be required to correct those within a reasonable time and to post a "List of Hazards" to keep the employees informed of the progress. If there are hazards identified, the "List of Hazards" will accompany the consultant's written report.
- The consultant will discuss the scope of your request and prepare to look at as much of your facility as you would like.



- Consultative services has an agreement with the OSH Compliance Bureaus to defer general schedule compliance inspections if a “full-service consultation” was requested. A full-service visit may be considered a wall-to-wall visit when written programs are reviewed. A limited scope visit is also possible if you prefer to only have a particular part of the company site visited.
- Lastly, to expedite the process, please have the applicable paperwork (i.e., programs, meeting minutes, audits, OSHA logs) listed below ready for the consultant’s review **one week before** the scheduled date of your consultation.

Site Information

- Have available the total number of buildings that make up your facility with an estimated square footage, the age of the facility, type of construction, if air conditioned or humidity controlled, and the estimated distance to the nearest Fire Department/Emergency Medical Services in minutes or miles. Also, have a description of the shift work that is performed by the employees.
- A description of the work the company performs.

General Safety and Health Program Information

- Workplace injury and illness records (most recent three full years, plus the current year)
 - OSHA 300 logs, OSHA 300A and 301 (or equivalent) forms
 - Accident investigation reports
- General Safety and Health Program
- Employee Handbook
- Any documentation for worksite inspections or safety audits (last three months)
- A sample of training documentation and curriculum
- Safety Committee meeting minutes and agendas (last three months)

Safety Surveys

For safety surveys, please have the following written information and related supporting documentation (i.e., programs, policies, procedures, inspections, training content, training records) available including those not specifically listed below but that are safety related.

- Emergency Action Plan
- Fire Prevention Plan



- Lockout/Tagout Program (Energy Control Program) – machine-specific
- Fall Protection
- Cranes/Hoists/Slings
- Forklifts
- Ladder Safety
- Electrical Safety-Related Work Practices Procedures
- Personal Protective Equipment Hazard Assessments
- Hazard Communication Program and Safety Data Sheets
- Confined Space Program

Health Surveys

For health surveys, please have the following information (written or otherwise) and related supporting documentation (i.e., programs, policies, procedures, inspections, fit tests, audiograms, training records) available including those not specifically listed below but are health related (i.e., welding operations, use of hazardous chemicals).

- Emergency Action Plan
- Fire Prevention Plan
- Hazard Communication Program and associated Safety Data Sheets
- Respiratory Protection Program (Dust mask use and/or required use)
- Bloodborne Pathogen Program (First aid responders on-site?)
- Personal Protective Equipment Hazard Assessments
- Heat Stress Policy
- Chemical Hygiene Plan (Laboratories)
- A Chemical list or description of the common usage onsite
- Hearing Conservation Program
- Air monitoring data (i.e., noise, or other employee chemical exposure monitoring)
- Process Safety Management (i.e., chemical processes, highly hazardous chemicals)
- Combustible Dust information
- Hazardous Waste Operations and Emergency Response (HAZWOPER)



During and after the visit:

- During the onsite visit, the consultant will walk through the facility, speak with employees, and solicit their participation in the survey. In unionized facilities, employee representatives must be given the opportunity to participate in the walk-round survey, plus the opening and closing conferences.
- A closing conference will be held onsite. Initial findings will be reviewed and timelines for any hazard correction (if some were found) will be discussed.
- After the onsite visit is completed, the consultant will prepare a written report and deliver that to you. If hazards were found, you will submit evidence that those were corrected.
- You can continue to work with the consultant going forward.
- Enjoy and celebrate creating a safer workplace. Using an outside pair of eyes can help you rest assured that you are doing a good job providing a safe workplace.
- Consider going above and beyond and reach for one of our various Recognition Programs including SHARP, Carolina Star and Safety Awards.