



Safety and Health Consultation Services

On-Site Consultation Services for Employers

To help employers better understand and voluntarily comply with the Virginia Occupational Safety and Health (VOSH) standards, the Department of Labor and Industry provides On-Site Consultation services. This program helps employers identify and correct potential safety and health hazards. Priority is given to high hazard workplaces with 250 or fewer employees.

Assistance in Making Your Workplace Safe

The On-Site Consultation Services provide:

- **Safety and Health Walk-Through Surveys:** At your request, a safety and /or health specialist will visit your business to explain the survey process. If you agree to participate, hazards and violations will be identified during a walk-through at your place of business. This walk-through is similar to a VOSH compliance inspection, except no citations or penalties will be issued.
- **Abatement Advice:** Any hazards or violations identified by the consultant will be discussed during the walk-through. A written report of the findings will be presented, including advice for eliminating existing and potential safety or health hazards.
- **Training:** In addition, training will be conducted on-site and recommendations for ongoing training will be provided.
- **Program Assistance:** Assistance will be provided to develop safety and health programs that will prevent injuries and illnesses by eliminating and controlling hazards.

No Penalty/No Cost to You

The on-site survey is conducted without citations or penalties. The Consultation Services Program is state/federally funded. These services are offered at no cost to you.

Employer's Obligations

Employers requesting consultation services must:

- Appoint a designated representative to opening and closing conferences
- Correct hazards identified by the consultant
- Post the list of hazards the consultant identifies
- Submit a written report verifying hazard correction

Taking advantage of On-Site Consultation could mean:

- Fewer injuries and illnesses
- Lower workers' compensation and other accident costs
- Increased productivity and improved morale
- Lower risk exposure



OSHA[®] FactSheet

The OSHA Consultation Program

Using a free consultation service funded by the 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 a one-year exemption from routine OSHA inspection.

The service is delivered by state governments using well-trained professional staff. Consultations take place on-site, though limited services away from the worksite are available. However, consultations cannot take place during an enforcement inspection, and may not take place until citations, if any, have been issued and become final orders.

Primarily targeted for smaller, high-hazard businesses, OSHA's safety and health consultation program is completely separate from the OSHA inspection effort. In addition, no citations are issued or penalties proposed.

Confidentiality will be strictly maintained during the consultation process. The consultant will only report hazard information to OSHA if the employer fails to correct an imminent danger or serious hazards.

The employer's only obligation will be to commit to correcting serious job safety and health hazards – a commitment which is expected to be made prior to the actual visit and carried out in a timely manner.

Getting Started

Since consultation is a voluntary activity, employers must request it. A telephone call or letter sets the consulting machinery in motion. The consultant will discuss specific needs with the employer and set up a visit based on the priority assigned to the request, the employer's work schedule, and the time needed for the consultant to prepare for the visit. OSHA encourages a complete review of a firm's safety and health situation; however, an employer may limit the visit to specific problems.

Certain obligations must be met, including agreeing to correct all serious hazards found during the visit in an agreed-upon time frame.

The On-Site Consultants Will

- Meet with the employer and, at times, employees or employee representatives;
- Walk-through the worksite with the employer and employees;
- Review company injury and illness rates;
- Help identify hazards in the workplace;
- Identify kinds of help available for further assistance;
- Give detailed findings in a closing conference;
- Provide a written report summarizing findings;
- Assist the development or maintenance of an effective safety and health program;
- Provide training and education for the employer and employees;
- Recommend the site for a one-year exemption from OSHA programmed inspections, when SHARP criteria are met.

In rare instances, the consultant may find an "imminent danger" situation during the walk-through. If so, the employer must take immediate action to protect all employees. Other situations – those which would be judged a serious violation under OSHA criteria – require the employer and the consultant to develop a plan and schedule to eliminate or control the hazard.

The On-Site 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 inspection.

Hazard Correction and Follow-Through

The consultant will send to the company a detailed written report about 20 days after the closing conference that explains the findings and confirms agreed upon correction periods. A list of hazards is included in the report and must be posted electronically or in an easily observable area by employees for three days or until the listed hazards are corrected. Consultants may also contact the business from time to time to check progress, and employers may always contact them for assistance. Employers using the consultation service are deferred from OSHA's scheduled inspections while the consultation remains "in progress." This period encompasses the time between the onset of the consultation and the final correction dates, including any extensions.

Ultimately, OSHA does require hazard correction so that each consultation visit achieves its objective – effective employee protection. If there is a failure to eliminate or control identified serious hazards (or an imminent danger) according to the plan and within the limits agreed upon, the situation is referred from consultation to an OSHA enforcement office for appropriate action.

Benefits

Knowledge of workplace hazards and ways to eliminate them can only improve the company's operations – and the management of the firm. Employers receive professional advice and assistance on eliminating or preventing workplace

hazards via the on-site hazard survey or the on-site training from the consultant. The consultant can help establish or strengthen an employee safety and health program, making safety and health activities routine considerations rather than crisis-oriented responses. Improving workplace safety and health also brings fewer accidents, lower injury and illness rates, decreased workers' compensation costs, and limits product losses. Consultations will also help the entire company comply with OSHA standards.

SHARP

Employers may participate in OSHA's Safety and Health Achievement Recognition Program (SHARP) or a similar state program. This program is designed to provide incentives and support to employers to develop, implement and continuously improve effective safety and health programs at their worksite(s). SHARP provides for recognition of 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, and agreeing to request further consultative visits if major changes in working conditions or processes occur which may introduce new hazards. Employers who meet these specific SHARP requirements may be exempted from OSHA programmed inspections for a period not less than one year.

This is one in a series of informational fact sheets highlighting OSHA programs, policies or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to Title 29 of the Code of Federal Regulations. This information will be made available to sensory impaired individuals upon request. The voice phone is (202) 693-1999; teletypewriter (TTY) number: (877) 889-5627.

For more complete information:



U.S. Department of Labor

www.osha.gov

(800) 321-OSHA



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On-site Consultation

[En español]

Program Information and Benefits

Program Information

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 injury and illness prevention programs, and even qualify for a one-year exemption from routine OSHA 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 smaller businesses, this safety and health consultation program is completely separate from the OSHA inspection effort. In addition, no citations are issued or penalties proposed.

It's confidential, too. Your name, your firm's name, and any information you provide about your workplace, plus any unsafe or unhealthful working conditions that the consultant uncovers, will not be reported routinely to the OSHA inspection staff.

Your only obligation will be to correct serious job safety and health hazards -- a commitment which you are expected to make prior to the actual visit and carry out in a timely manner.

Benefits

Your Workforce

An effective workplace injury and illness prevention program at your worksite(s) will enable you to:

- Recognize and remove hazards from your workplace.
- Protect your workers from injury and illness.
- Prevent loss of life at your worksite.
- Cultivate informed and alert employees who take responsibility for their own and their coworkers' safety and for worksite safety as a whole.
- Improve employee morale.

Your Managers

An increased understanding of workplace hazards and remedies will put your managers in a better position to:

- Comply with federal and state safety and health requirements.
- Become more effective at their jobs. Management experts believe that a company with a well-managed injury and illness prevention program enjoys better overall management.
- Increase productivity rates and assure product quality.

Your Business as a Whole

An exemplary workplace injury and illness prevention program is "good business sense" that also makes financial sense because it will allow you to:

- Learn first-hand that the cost of accident prevention is far lower than the cost of accidents.
- Improve the bottom line by:
 - Lowering injury and illness rates,
 - Decreasing workers' compensation costs,
 - Reducing lost workdays, and
 - Limiting equipment damage and product losses.



And if you are a small business employer, you may be eligible for another great benefit -- recognition by the state and OSHA through participation in the [Safety and Health Achievement Recognition Program \(SHARP\)](#).

SHARP
Safety & Health Achievement
Recognition Program
Consultation An OSHA Cooperative Program

Small Business Success Stories

Read about some of the small businesses that have benefited from OSHA's On-site Consultation Program and SHARP on our [Small Business Success Stories](#) page.

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OSHA

Frequently Cited OSHA Standards

NAICS Code: 312130 *Wineries*

Listed below are the standards which were cited by Federal OSHA for the specified NAICS Code during the period October 2012 through September 2013. Penalties shown reflect current rather than initial amounts. For more information, see [definitions](#).

Standard	Citations	Inspections	Penalty	Description
Total	2	2	\$924	All Standards cited for Wineries
19101030	1	1	\$0	Bloodborne pathogens.
19101200	1	1	\$924	Hazard Communication.

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Standard	Citations	Inspections	Penalty	Description
Total	20	3	\$2,435	All Standards cited for Wineries
19100146	9	1	\$700	Permit-required confined spaces
19100022	3	2	\$1,000	General requirements.
19100178	3	2	\$0	Powered industrial trucks.
19100037	1	1	\$0	Maintenance, safeguards, and operational features for exit routes.
19100132	1	1	\$420	General requirements.
19100151	1	1	\$315	Medical services and first aid.
19100157	1	1	\$0	Portable fire extinguishers.
19100303	1	1	\$0	General requirements.

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Safety & Health Consultation Services Request Form

Type of Service Requested:		Referral Type:	
<input type="checkbox"/> Safety <input type="checkbox"/> Health <input type="checkbox"/> Both <input type="checkbox"/> SHARP Certification		<input type="checkbox"/> Client <input type="checkbox"/> VOSH Compliance	
Area of Specific Concern(s):			
General Information: Please fully complete all sections.			
Name:		Position:	
Legal Business Name:		How many total employees do you have? (Must provide)	
Doing Business As:			
Mailing Address:		Telephone (Including Area Code):	
County/City:	State: Virginia	Zip Code:	Fax Number:
E-Mail Address:			
Website:			
Type of Business/Work Performed:			
Business Category: <input type="checkbox"/> General Industry <input type="checkbox"/> Construction <input type="checkbox"/> City, State or County Agency			
Inspection Site Address:			County/City:
State: Virginia	Zip Code:	How many employees do you have at this site? (Must provide)	Is this request in response of a VOSH Compromise and Settlement Agreement? <input type="checkbox"/> YES <input type="checkbox"/> NO
Submit Completed Form by one of the below delivery methods:			
Email: 1. After completing document – Click File , select Save . 2. Click File , select Attach to Email . 3. Send to: rice.warren@dol.gov		Mail: Virginia Department of Labor & Industry Consultation Services Attn: Warren Rice Main Street Centre 600 East Main Street, Suite 207 Richmond, Virginia 23219	Fax: Consultation Services Attn: Warren Rice Phone: 804-786-6613 Fax: 804-786-8418

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Date Received:	Assignment:	Acknowledgement:
<input type="checkbox"/> Customer contacted Date:	<input type="checkbox"/> Consultation appt. set Date:	<input type="checkbox"/> Form 20 generated Date:

