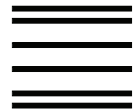
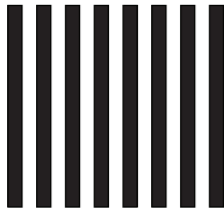


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ON-SITE CONSULTATION PROGRAM - 21(D)
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Workplace injuries and illnesses are a serious problem across our nation. Historically, we address these problems through regulations and laws. In New York, the Federal Occupational Safety and Health Administration (OSHA) enforces the occupational safety and health regulations for private sector employers. Under federal laws, employers must provide their employees with a safe and healthful workplace.

OSHA and the New York State Department of Labor recognized that enforcement activities alone do not adequately address the safety and health needs of employers and workers. To provide assistance, the Department of Labor, in partnership with OSHA, instituted the On-Site Consultation Program in 1975. The program is designed to help employers, particularly small businesses, meet the challenges of providing a safe and healthful workplace. We typically assist over 1,000 businesses per year.



Department of Labor
Safety and Health



Mission

To help employers provide a safe and healthful workplace for their employees by offering free professional occupational safety and health assistance. We are eager to work with you in pursuit of this common goal—safe and healthy environments in New York State workplaces.

Contact Us

Albany	518-457-2238
Binghamton	607-721-8019
Buffalo	716-847-7166
Garden City	516-228-3959
New York City	212-775-3526
Rochester	716-847-7166
Syracuse	315-479-3205
Utica	315-793-2319
White Plains	914-997-9511

E-mail: onsite@labor.ny.gov

Division of Safety and Health
On-Site Consultation Program
Bldg. 12, Rm. 168, State Campus
Albany, NY 12240

P896 (8/18)

The New York State Department of Labor is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.

On-Site Consultation Program-21(d)
New York State Department of Labor
State Office Campus, Bldg. 12, Rm. 168
Albany, NY 12240-0001

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FREE SAFETY SURVEYS, AIR TESTING AND TRAINING

On-Site Consultation Program



Department of Labor
Safety and Health



There is no charge for our assistance. The program is funded by OSHA and the New York State Department of Labor. We offer technical assistance to all private sector employers. Assistance is provided at the employer's request, and employer participation is voluntary. The requesting employer determines the scope and extent of our services. We give priority to small businesses with less than 250 employees per site or 500 employees corporation wide.

How the Program Works

The program is staffed with experienced safety and industrial hygiene consultants. We identify hazards, provide information on methods for correction, and help you improve your safety and health programs. Consultations are confidential and completely separate from OSHA enforcement activities. We are not regulatory, so no fines or penalties are issued. We provide the findings in a clear, concise written report. We do not provide a copy to OSHA.

The Program's Process

Following our consultation, the employer must agree to eliminate the serious hazards that we identify. We assist you with this process. You will be expected to follow up and respond to us with the corrective actions taken. The employer must post a "List of Serious Hazards" and their correction due dates. We may grant time extensions, where warranted, but outright failure to correct a serious hazard can result in a referral to OSHA. We rarely get to this point.

At unionized sites, employee representatives have the opportunity to participate in the consultation process.

Your Business Benefits

Employers who receive a comprehensive consultation, correct all hazards and institute an effective safety and health program may qualify for the Safety and Health Achievement Recognition Program (SHARP) and may receive up to a three year exemption from a general scheduled OSHA inspection. Employers can also request participation in our SHARP developmental program and may be eligible for an inspection deferral while working towards SHARP.

How to Receive Assistance

If you would like an on-site consultation presentation for an employer group or more information about this exceptional program, contact us by phone or email using the contact information listed in this brochure, or mail the attached post card.

Workplace Safety and Health

Workplace safety and health is a matter of great concern to employers and employees. Consider what one workday injury could cost in terms of both direct and indirect expenditure:

- Lost productivity
- Administrative costs associated with injury claims and reports
- Repair or replacement of damaged equipment and material

- Reduced employee morale
- Increased Workers' Compensation costs
- Cost associated with OSHA fines

As you see, the real costs of an accident can far exceed the medical costs alone. An effective safety and health program can be very helpful in reducing accidents and thereby lower your operating costs.

Safety and Health Achievement Recognition Program (SHARP)

A program to qualify employers for an exemption from programmed OSHA inspections (Size limitations apply).

Training

To help employers provide a safe and healthful workplace, we can conduct an on-site visit and offer training on OSHA-related subjects based on the needs of your business. Our staff will guide you through the steps you must take to create a safer, healthier work environment. We provide the training at no cost and offer more than 20 topics, such as:

Job Hazard Analysis

- Reduce accidents
- Increase production and efficiency

Fall Protection

- When it is needed
- What is required

Lockout/Tagout

- Staff training
- Written program requirements

Hazard Communication

- Requirements
- Sample program

Record Keeping

- Maintaining the required logs
- Posting and summarizing
- How to calculate lost workday rates

Accident Prevention Program

- Developing a safety and health program for your facility
- Analyzing the results

Accident Investigations

- How to conduct an accident investigation
- Interviewing and methodology
- Actions to prevent recurrence

Emergency Evacuation

- Developing evacuation procedures
- Sample program

Excavation and Trenching

- "Competent person" requirements
- Methods of soil analysis
- Protection methods for workers

Personal Protective Equipment (PPE)

- PPE assessments
- Use, care and limitations of PPE

To request assistance or to learn more about the NYS Department of Labor Consultation Program

Complete this card and return (postage paid)
 Call **518-457-2238** or Email onsite@labor.ny.gov
 Visit us online at: www.labor.ny.gov/workerprotection/safetyhealth/DOSH_ONSITE_CONSULTATION.shtm

Name _____ Title _____

Company _____

Address _____

Phone _____ Email Address _____

Specific Concerns or Questions _____

DETACH ↓

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