

# Consultation Services for the Employer



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

OSHA 3047  
1997 (Revised)

## Report Documentation Page

<b>Report Date</b> 00001997	<b>Report Type</b> N/A	<b>Dates Covered (from... to)</b> -
<b>Title and Subtitle</b> Consultation Services for the Employer	<b>Contract Number</b>	
	<b>Grant Number</b>	
	<b>Program Element Number</b>	
<b>Author(s)</b>	<b>Project Number</b>	
	<b>Task Number</b>	
	<b>Work Unit Number</b>	
<b>Performing Organization Name(s) and Address(es)</b> U.S. Department of Labor Occupational Safety & Health Administration 200 Constitution Avenue Washington, DC 20210	<b>Performing Organization Report Number</b> OSHA 3047	
<b>Sponsoring/Monitoring Agency Name(s) and Address(es)</b>	<b>Sponsor/Monitor's Acronym(s)</b>	
	<b>Sponsor/Monitor's Report Number(s)</b>	
<b>Distribution/Availability Statement</b> Approved for public release, distribution unlimited		
<b>Supplementary Notes</b>		
<p><b>Abstract</b></p> <p>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.</p>		
<b>Subject Terms</b>		
<b>Report Classification</b> unclassified	<b>Classification of this page</b> unclassified	

<b>Classification of Abstract</b> unclassified	<b>Limitation of Abstract</b> UU
<b>Number of Pages</b> 32	

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

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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](http://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: (809) 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  
of Labor  
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  
of Labor and Industries  
General Administrative  
Building  
P.O. Box 44000  
Olympia, WA 98504-4000  
(360) 902-4200

**ADMINISTRATOR**

Worker's Safety  
and Compensation  
Division (WSC)  
Wyoming Department  
of Employment  
Herschler Building,  
2nd Floor East  
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.  
Room E 340  
Boston, MA 02203  
Telephone: (617) 565-9860

**Region II**

**(NJ, NY,\* PR,\* VI\*)**

201 Varick Street  
Room 670  
New York, NY 10014  
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  
Telephone: (303) 844-1600

**Region IX**

**(AMERICAN  
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  
Suite 715  
Seattle, WA 98101-3212  
Telephone: (206) 553-5930

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