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**Supplementary Notes**

**Abstract**

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.

**Subject Terms**

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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.


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


Job Hazard Analysis - OSHA 3071

OSHA Handbook for Small Businesses - OSHA 2209

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

**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

**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

**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

**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

**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

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

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

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

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

DIRECTOR
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
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
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 1329
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

<table>
<thead>
<tr>
<th>Area</th>
<th>Telephone</th>
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<tbody>
<tr>
<td>Albany, NY</td>
<td>(518) 464-6742</td>
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<tr>
<td>Albuquerque, NM</td>
<td>(505) 248-5302</td>
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<tr>
<td>Allentown, PA</td>
<td>(610) 776-0592</td>
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<tr>
<td>Anchorage, AK</td>
<td>(907) 271-5152</td>
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<tr>
<td>Appleton, WI</td>
<td>(414) 734-4521</td>
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<tr>
<td>Austin, TX</td>
<td>(512) 916-5783</td>
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<tr>
<td>Avenel, NJ</td>
<td>(908) 750-3270</td>
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<tr>
<td>Baltimore, MD</td>
<td>(410) 962-2840</td>
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<tr>
<td>Bangor, ME</td>
<td>(207) 941-8177</td>
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<tr>
<td>Baton Rouge, LA</td>
<td>(504) 389-0474</td>
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<tr>
<td>Bayside, NY</td>
<td>(718) 279-9060</td>
</tr>
<tr>
<td>Bellevue, WA</td>
<td>(206) 553-7520</td>
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<tr>
<td>Billings, MT</td>
<td>(406) 247-7494</td>
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<tr>
<td>Birmingham, AL</td>
<td>(205) 731-1534</td>
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<tr>
<td>Bismarck, ND</td>
<td>(701) 250-4521</td>
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<tr>
<td>Boise, ID</td>
<td>(208) 334-1867</td>
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<tr>
<td>Bowmansville, NY</td>
<td>(716) 684-3891</td>
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<tr>
<td>Braintree, MA</td>
<td>(617) 565-6924</td>
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<tr>
<td>Bridgeport, CT</td>
<td>(203) 579-5581</td>
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<tr>
<td>Calumet City, IL</td>
<td>(708) 891-3800</td>
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<tr>
<td>Carson City, NV</td>
<td>(702) 885-6963</td>
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<tr>
<td>Charleston, WV</td>
<td>(304) 347-5937</td>
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<tr>
<td>Cincinnati, OH</td>
<td>(513) 841-4132</td>
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<tr>
<td>Cleveland, OH</td>
<td>(216) 522-3818</td>
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<tr>
<td>Columbia, SC</td>
<td>(803) 765-5904</td>
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<tr>
<td>Columbus, OH</td>
<td>(614) 469-5582</td>
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<tr>
<td>Concord, NH</td>
<td>(603) 225-1629</td>
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<tr>
<td>Corpus Christi, TX</td>
<td>(512) 888-3420</td>
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<tr>
<td>Dallas, TX</td>
<td>(214) 320-2400</td>
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<tr>
<td>Denver, CO</td>
<td>(303) 844-5285</td>
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<tr>
<td>Des Plaines, IL</td>
<td>(847) 803-4800</td>
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<td>Des Moines, IA</td>
<td>(515) 284-4794</td>
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<tr>
<td>Englewood, CO</td>
<td>(303) 843-4500</td>
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<tr>
<td>Erie, PA</td>
<td>(814) 833-5758</td>
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<tr>
<td>Fort Lauderdale, FL</td>
<td>(305) 424-0242</td>
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<tr>
<td>Fort Worth, TX</td>
<td>(817) 581-7303</td>
</tr>
<tr>
<td>Frankfort, KY</td>
<td>(502) 227-7024</td>
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</table>
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  
3555 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

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