

## Smaller Businesses are a Priority



CONN-OSHA consultations are primarily designed for businesses with less than 250 employees working in high hazard industries or involved in hazardous operations. Large company employers are welcome to schedule an appointment – however, priority will be given to companies less likely to have the financial resources to help meet their obligations to comply with workplace safety and health laws.

### CONN-OSHA Consultants will not:

- Issue citations or propose penalties for violations of OSHA standards.
- Report possible violations to OSHA enforcement staff except when an employer refuses to correct serious hazards.
- Guarantee that a workplace will “pass” an OSHA inspection.

### Safety and Health Items

Items covered during the consultation may include:

Air Sampling  
Bloodborne Pathogens  
Confined Spaces  
Construction Safety  
Fall Protection/Scaffolding  
Global Hazard Communication  
Injury and Illness Prevention Programs  
Lockout/Tagout  
Machine Guarding  
Noise Monitoring  
Personal Protective Equipment  
Process Safety Management  
Recordkeeping  
Respiratory Protection  
Trenching/Excavation Safety

## Employer Testimonial

*“The CONN-OSHA consultant answered all of my questions, provided me with a wealth of information about OSHA standards, and helped correct several safety and health hazards in my business.”*



### SHARP Means Recognition

CONN-OSHA recognizes employers with exemplary safety and health programs that result in the immediate and long-term prevention of job-related injuries and illnesses. If you think your business is worthy of special recognition, you may be eligible for a Safety and Health Achievement Recognition Program (SHARP) award. The SHARP designation grants an exemption from scheduled inspections and can be awarded to employers who, after a full-service consultation, correct all identified hazards and have an effective safety and health program. Ask your consultant about it.

### Contact us:

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The Connecticut Department of Labor is an equal opportunity employer with equal opportunity programs. Auxiliary aids and services are available upon request to individuals with disabilities.

# CONN-OSHA

## On-Site Consultation Services



***“ Working safely today  
benefits your business  
tomorrow ”***



# SAFETY IS NO LONGER VIEWED AS OVERHEAD. IT'S AN INVESTMENT IN OUR WORKERS.

The safety and health of your employees is important. In addition, successful safety and health management programs can benefit your business, municipality, or state agency and reduce operating expenses and property loss, prevent interruptions and lost time, improve labor relations and productivity, and help avoid OSHA penalties.

## CONN-OSHA's On-Site Consultation Program

The Labor Department's Division of Occupational Safety & Health (CONN-OSHA) recognizes the difficulties business owners and public officials face in technical and resource management of workplace safety and health issues. In addition to having enforcement authority in the public sector, our skilled staff can offer you professional advice and assistance, consulting services, training and educational programs. We will partner with you and use our resources to help Connecticut employers move their safety and health programs forward. Our professional, on-site consultations to both public and private employers are completely voluntary and provided free of charge. We can help you identify and control workplace hazards to prevent work-related injuries, illnesses and fatalities.

## Consultations are Confidential

Consultation services are completely separate from OSHA enforcement operations. Your request will not prompt an OSHA inspection. Our consultants will not provide the employer's name or give any information about the workplace to enforcement staff, as long as the employer agrees to correct, in a timely manner, any serious hazard identified during the consultation visit. Enforcement staff will be notified only if an employer fails or refuses to control or eliminate a serious hazard or imminent danger.



## No Penalties!

No citations are issued for hazards identified by the consultant and no penalties are assessed.

## CONN-OSHA Consultation in Action: Five Steps to Success



### 1. Request Assistance

Consultation begins with your phone call or written request to CONN-OSHA and the assignment of a consultant who will schedule a visit. It is recommended that you inform the consultant of the scope of your request, ranging from a few, specific issues to a full-service consultation.

### 2. The Opening Conference

Upon the consultant's arrival at the worksite, you will be briefed on the guidelines used for an on-site consultation, and the consultant's right to speak with employees. We strongly encourage employee participation throughout the process. In unionized areas, employers must afford employee representatives the opportunity to participate fully. If written safety and health programs exist, the consultant will need to review these documents.

### 3. The Walkthrough

The consultant will review your entire operation or focus on those areas, conditions, or hazards identified in your request. Walkthroughs include looking for health and safety hazards by examining the physical, occupational, and environmental conditions of the building or worksite. This is a good opportunity to accompany the consultant who can offer advice throughout the visit.

### 4. The Closing Conference

This session gives you and the consultant an opportunity to discuss the safety and health measures already in place that are particularly effective, and any practices that warrant improvement. The consultant may make suggestions concerning worker training, work practices, accountability, and ways to promote worksite safety and health. The closing conference is an ideal time to discuss problems, solutions, and reasonable time frames for eliminating or controlling potential hazards.

### 5. Hazard Correction After the Visit

Following the closing conference, you will be sent a written report explaining the findings and confirming any correction periods you have agreed upon. The report will include suggestions for eliminating or controlling hazards, as well as recommendations for making your safety and health program more effective. The consultant may decide that a follow-up visit to your worksite is necessary to ensure that any required corrections have been made or to provide more assistance.