

The West Virginia Division of Labor offers an On-Site OSHA Consultation Program which provides employers free analysis and advice on eliminating workplace hazards. The program provides assistance to employers relative to safety and health training and education for both the employer and employees.

For more info visit this link:

<https://www.osha.gov/dcsp/smallbusiness/consult.html>



WEST VIRGINIA OSHA CONSULTATION  
1900 KANAWHA BLVD EAST  
STATE CAPITOL COMPLEX—BLDG 3 RM 200  
CHARLESTON WV 25305

PLACE  
STAMP  
HERE

## *The Consultation Process*

### OPENING CONFERENCE

Upon arrival at your worksite for a scheduled visit, the consultant will briefly review his or her role during the visit and may review with you your safety and health program.

### WALK-THROUGH

Together you and the consultant will examine conditions in your workplace, noting any hazards. Both management and employee participation is encouraged during this phase of the visit.

### CLOSING CONFERENCE

Following the walk-through, the consultant will meet with you in a closing conference. During this time you and the consultant can discuss problems, possible solutions, and correction periods to eliminate or control any serious hazards identified during the walk-through.

### HAZARD CORRECTION AND PROGRAM ASSISTANCE

After the closing conference, the consultant will send you a written report explaining the findings and confirming any correction periods agreed upon.

**West Virginia OSHA Consultation**  
**1900 Kanawha Boulevard East**  
**State Capitol Complex Building 3 Room 200**  
**Charleston, West Virginia 25305**  
**304.558.7890 Email: [safety@wv.gov](mailto:safety@wv.gov)**  
**[labor.wv.gov/safety/occupational\\_safety](http://labor.wv.gov/safety/occupational_safety)**

# OSHA

## SAFETY AND HEALTH CONSULTATION SERVICE



*"Providing FREE on-site assistance  
and training to eliminate safety and  
health hazards in the workplace."*

# OSHA CONSULTATION

## GOALS

Our preventive actions are to improve the overall health of workers in West Virginia while improving working conditions.

## BENEFITS

If you know what the hazards in your workplace are and ways to remedy them, you will be in a better position to comply with job safety and health requirements.

## SHARP PROGRAM

In some cases, under specified circumstances, we can recommend a company for a one-year exemption from routine OSHA inspections. To be considered you must:

- \* Request and undergo a comprehensive safety and health consultation.
- \* Correct all hazards noted by the consultant.
- \* Institute the core elements of an effective safety and health program.

This exemption may be limited to smaller employers and to employees covered by federal OSHA.



## OUR SERVICES

- \* Help employers recognize hazards in the workplace and offer training and education for the employer and employee.
- \* Suggest approaches or options for solving a safety or health problem.
- \* Identify kinds of help available to employers should further assistance be needed.
- \* Determine whether noise or contaminant levels are dangerously high.
- \* Provide employers with a written report that summarizes the findings of the consultation.
- \* Assist employers in developing and maintaining an effective safety and health program.
- \* Provide a variety of videos through our free video loan program to assist in training employees.

## COST

There are no costs to the company for the consultations and service, but a signed consent form indicating voluntary participation is required.

## GETTING STARTED

Consultation starts with your request—by telephone, on-line, correspondence, or contact during a promotional visit conducted by a consultant.

If you are interested in scheduling a consultation please fill in the following card. Detach along the dotted lines, place a stamp on it, and drop in any mailbox. Or apply on-line at:  
[labor.wv.gov/safety/occupational\\_safety](http://labor.wv.gov/safety/occupational_safety)



Yes, I would like to arrange for the West Virginia Division of Labor Safety Section to conduct a safety or health consultation. I understand there is no fee for this service.

Name	Title
Company Name	Type of Business
Mailing Address	City
	State
	Zip
Telephone	Number of Employees
	Email address