

# On-site Consultation: Assessment, Evaluation, and Training

When *SafetyWISE* conducts an on-site consultation for a new client, the first thing we typically do is to provide a **package of services**, which may include the following (depending on the particular need of the client and their level of safety expertise):

- Provide materials and management training concerning the OSHA requirements for (1) recordkeeping, (2) written safety programs, and (3) employee training.
- Provide and discuss the details of the most frequently-cited OSHA violations for your industry.
- Provide a copy of and discuss OSHA's General Industry Digest or Construction Industry Digest. These booklets are compiled by OSHA to aid employers in their efforts toward achieving voluntary compliance with OSHA standards in the workplace. They are digests of those standards often overlooked by the employer, covering particularly hazardous situations.
- Provide material and coach the client concerning how to handle an OSHA inspection, including inspection priorities and types of inspections, preparing for the inspection, the inspection process, dealing with the inspector, and how to deal with the inspection results.
- Analyze the prior three years' workplace accidents and injuries, to compare the company with others in its industry and to ascertain trends.
- Provide materials and training concerning OSHA's recordkeeping requirements.
- Audit the clients' existing safety program and evaluate its effectiveness.
- Conduct a "mock" OSHA inspection of the workplace or jobsite, which will address specific OSHA requirements, including recordkeeping, technical standards, training, and OSHA- regulation programs which should be addressed for OSHA compliance (e.g., Hazard Communication, Personal Protective Equipment, Lockout/Tagout, etc.).
- Provide material and train the client's management team concerning the basic principles of safety management and the identification, evaluation and control of safety hazards in their workplace.
- Complete a written report which will list the risk-improvement recommendations with which the client should comply in order to improve their management of safety and their compliance with OSHA's requirements.