

Workplace Safety and Health Consultation



**WHETHER YOU ARE STARTING OR STRENGTHENING
A SAFETY PROGRAM, AN EXPERIENCED SAFETY
& HEALTH PROFESSIONAL CAN HELP YOU
IDENTIFY PROBLEMS AND SOLUTIONS.**



SafetyWorks!

MAINE DEPARTMENT OF LABOR

FREE AND CONFIDENTIAL

At your request, and at no cost to you, specialists from the Maine Department of Labor SafetyWorks! program can visit your workplace and advise you on safety and health matters. We can assist you in preventing accidents and avoiding penalties—which translates into improved productivity and profitability, fewer injuries and illnesses, enhanced employee well-being, and reduced workers' compensation costs.

SafetyWorks! is not OSHA and cannot issue fines or citations to private companies.

We can help you:

- develop a safety program
- solve a specific problem
- identify and eliminate hazards
- apply for low-interest loans for safety equipment
- find additional resources
- train employees



Who provides the service?

Consultations are provided by professional occupational safety engineers and health specialists experienced in working with diverse industries. They will use their expertise to identify hazards and help you eliminate or control them.

Who is eligible?

Any employer in Maine can request services. Priority is given to small employers, new employers, and employers in high hazard industries.

Can SafetyWorks! fine a company?

No. SafetyWorks! is not OSHA and cannot issue fines or citations to private companies. If an employer refuses to correct a hazard that poses a threat to the life, safety or health of employees, a referral to OSHA may be made. In more than 20 years and many thousands of consultations, only one employer has been referred.

What is the employer's obligation?

There is no cost for any SafetyWorks! services. The only obligation of the employer is to correct in a timely manner any serious job safety or health hazard found during the consultation.



What is the procedure?

An employer can request services by calling 624-6400 or toll-free 877-SAFE-345 (877-723-3345). A Customer Service Representative will take the request. A consultant will call you to schedule a convenient time for the visit or you can use the reply card in this pamphlet to request a consultation.

Upon arrival at your workplace, the consultant will meet with you to explain the procedure and listen to your concerns. To better understand your situation, he or she may ask to look at your injury and illness log, safety committee meeting minutes, and/or written safety programs.



The consultant may suggest that an employee participate in the visit. The consultant may also ask to speak with employees — their input can help identify hazards and solutions that might otherwise be overlooked.

Together, you (or your representative), the employee representative, and the consultant will examine conditions at the workplace. Based on your request, the consultant will either conduct a comprehensive survey or address specific problems. The consultant may take air samples or conduct noise monitoring.

If the consultant finds a serious hazard that poses an immediate danger to employees, he or she will advise you to correct it immediately or to restrict the area.

Following the walkthrough, the consultant will discuss problems identified and possible solutions. He or she will work with you to develop a plan to control any serious hazards found. As part of the plan you may be asked to confirm when



the hazards have been corrected. The consultant may offer suggestions for establishing or strengthening your safety and health program, including: employee training, safety and health committees, sources of additional technical assistance, or other ways to promote workplace safety and health.

The consultant will send you a written report with the findings and recommendations. He or she may call you to check on your progress in correcting any unsafe conditions found during the walkthrough. Of course, you may contact the consultant for additional assistance at any time.

How SafetyWorks! consultants have helped Maine organizations

A consultation at a manufacturing plant saved 80 employees from potential electric shock or electrocution.

During a general safety survey, SafetyWorks! tested electrical equipment and found 50 to 60 ungrounded outlets. The consultant recommended that a master electrician be brought



in immediately to make the repairs. Without question, if someone stood on a wet floor and worked with the ungrounded equipment, that person could have been electrocuted. The manager appreciated the opportunity to correct a serious problem before someone got hurt.

A construction contractor asked for help with back injuries. By reviewing injury records the consultant zeroed in on the situations that were causing the injuries. She discovered dump truck drivers had the



most back injuries. Knowing that, she could help the employer design a program that would work for the company. The SafetyWorks! consultant helped reduce injuries and costs.

SafetyWorks! consultants approach indoor air quality problems like detective work. By examining the physical space and the ventilation system and



talking to employees in an office building, a consultant was able to make realistic low-cost recommendations to improve conditions in one office building. Sometimes the solutions are simple.

In this situation the problems improved after employees were moved to different areas of the building.

At the suggestion of his insurance carrier, the owner of a small wood shop asked SafetyWorks! for a general safety and health consultation.

The consultant found excessive noise levels and overexposure to wood dust, typical conditions in this type of shop. The consultant recommended exhaust ventilation to reduce wood dust exposure and told



the owner about low interest loans available for safety improvements. He also recommended a hearing conservation program and, at the owner's request, trained the employees on hearing protection. The consultant provided a full range of SafetyWorks! services: industrial hygiene sampling, recommendations for controlling problems, training, and resources for additional assistance.

Interested?

Call 624-6400 or toll-free
877-SAFE-345 (877-723-3345).
TTY 800-794-1110.

A Customer Service Representative will take your request.

A consultant will call you to schedule the visit.

Or you can use the attached card to request a consultation.

Occupational Safety Loan Program

The Maine Department of Labor, in cooperation with the Finance Authority of Maine (FAME), provides lower cost financing to help businesses in Maine make workplace safety or health improvements. Loan proceeds may be used for a variety of purposes, including the purchase, improvement, installation, or erecting of equipment which reduces hazards and promotes health and safety in the workplace. For more information, call 624-6400 (TTY 800-794-1110).

Consultation Request

Please print or type

Your name _____ Title _____

Company _____

Address _____

Location for consultation (if different than address)

Phone _____ Fax _____

E-mail _____

Type of business _____

Number of employees at this location _____

How can we help you? (Check all that apply)

- General safety/health consultation
- Air sampling
- Noise monitoring
- Ergonomic assessment (including computer workstations)
- Consultation on specific process or work area.
Please describe: _____

Other. Please explain: _____

Please return by mail or fax to:

SafetyWorks!
45 State House Station
Augusta, ME 04333-0045
Fax (207) 624-6449

A consultant will call you after we receive your request.

please send to:

SAFETYWORKS!

**Maine Department of Labor
45 State House Station
Augusta, ME 04333-0045**

or Fax to 624-6449

SafetyWorks! Consultants will:

- Help employers identify hazards in the workplace
- Suggest options for solving a safety or health problem
- Identify additional sources of technical assistance
- Provide a written report summarizing the findings of the consultation
- Help establish or improve workplace injury and illness prevention programs
- Help develop and conduct safety and health training for employees

SafetyWorks! Consultants will NOT :

- Issue citations or propose penalties for violations of OSHA standards
- Charge for services
- Guarantee that a workplace will pass an OSHA inspection
- Reveal trade secrets or release information on specialized processes or operations

Other Services from SafetyWorks!

- Safety training on-site or at central locations
- Video lending library
- Low-interest loans for safety equipment
- Answers to your workplace safety and health questions
- Quarterly newsletter

SafetyWorks! services are made available through a mix of state and federal funds.

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services provided upon request.

What SafetyWorks! customers say:

SafetyWorks! consultants visit hundreds of companies each year. Here is what customers have said about the help SafetyWorks! gave them:

- *“As a small business owner, your employees are nearly family and I certainly want every avenue of safety in place for my workers. SafetyWorks! has indeed helped our company improve on our safety and on behalf of everyone...we thank you.”*
- *“We are grateful for the help we received from SafetyWorks! and your interest in making my company a safer place for our employees.”*
- *“This program has already helped us to keep our business and employees safer.”*
- *“As a company who has an ongoing interest in running a safe, OSHA-compliant workplace, we greatly appreciate the guidance and training we have received through the SafetyWorks! program.”*



SafetyWorks!

MAINE DEPARTMENT OF LABOR

**For more information about SafetyWorks!
consultations or to request services, call**

207-624-6400 or toll-free

877-SAFE-345 (877-723-3345).

e-mail: webmaster.bls@state.me.us

website: www.state.me.us/labor/blsmain.htm

TTY: 800 794-1110