



State of New Jersey

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
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Lieutenant Governor

Public Employees Occupational Safety & Health On-Site Consultation & Training Program

The New Jersey Department of Labor and Workforce Development's free On-Site Consultation Service can help public employers find out about potential hazards at their worksites, improve their occupational safety and health management systems, and even qualify for a Safety Recognition Award. Our well-trained safety and health professionals conduct consultations and training at your worksite, though limited services away from the worksite are available.

Your name, your agency's name, and any information you provide about your workplace, plus any unsafe or unhealthful working conditions that the consultant uncovers, is kept confidential and will not be reported to the PEOSH enforcement staff. Your only obligation will be to correct serious job safety and health hazards – a commitment which you are expected to make prior to the actual visit, carry out in a timely manner, and provide written documentation of corrective action to the consultant.

Opening Conference

When the consultant arrives at your worksite for the scheduled visit, he or she will first meet with you in an opening conference to briefly review the consultant's role and the obligation you incur as an employer. Employee participation is required in all site visits.

At sites where employees are represented by one or more unions, employee representative(s) must be afforded the opportunity to participate in the opening and closing conferences and to accompany the consultant and employer representative during the walkthrough.

Walk-Through

Together, you and the consultant will examine conditions in your workplace. Maximum employee participation in the walk-through is encouraged. Better informed and more alert employees can more easily work with you to identify and correct potential injury and illness hazards in your workplace. Talking with employees during the walk-through helps the consultant identify and judge the nature and extent of specific hazards.

The consultant can study your entire workplace – or just the specific operations you designate – and discuss the applicable PEOSH standards. Consultants will also identify other safety or health hazards which might not be cited under PEOSH standards, but which nevertheless may pose risks to your employees. They may suggest other measures such as self-inspection and safety and health training you and your employees can apply to prevent future hazards.

A comprehensive consultation includes: (1) appraisal of all mechanical and environmental hazards and physical work practices; (2) appraisal of the present job safety and health program or the establishment of one; (3) a conference with management on findings; (4) a written report of recommendations and agreements; and, (5) training and assistance with implementing recommendations.

New Jersey Is An Equal Opportunity Employer

Public Employees Occupational Safety & Health On-Site Consultation & Training Program

Closing Conference

The consultant will review detailed findings with you in a closing conference. You will learn not only what you need to improve, but what you are doing right, as well. At that time, the consultant will discuss concerns, possible solutions, and an abatement period to eliminate or control any serious hazards identified during the walk-through.

In rare instances, the consultant may find an "imminent danger" situation during the walk-through. If so, you must take immediate action to protect all employees. In certain other situations, those which would be judged a "serious violation" under PEOSH criteria – you and the consultant are required to develop and agree to a reasonable plan and schedule to eliminate or control that hazard. The consultant will offer general approaches and options to you. They may also suggest other sources for technical help.

Following the closing conference, the consultant will send you a detailed written report explaining the findings and confirming the abatement periods agreed upon. Consultants may also contact you from time to time to check your progress. You, of course, may always contact them for assistance.

Benefits

Knowledge of your workplace hazards and ways to eliminate them can only improve your own operations -- and the management of your firm. You will get professional advice and assistance on the correction of workplace hazards and benefits from on-site training and assistance provided by the consultant to you and your employees. The consultant can help you establish or strengthen an employee safety and health program, making safety and health activities routine considerations rather than crisis-oriented responses.

Training Services

The Occupational Safety Training Program provides free occupational safety training for public-sector employers and employees following a PEOSH Consultation or Enforcement visit. Most of the training courses are based on OSHA Standards; others were developed from national consensus standards such as ANSI and NIOSH.

The training is delivered by experienced consultants who will customize courses for employers as needed. All training is provided at no cost to the employer and is provided at the employer's facility.

For a description of courses currently offered by the Training Program, please visit the website below. Information on our free video lending library of safety and health training DVDs is also available at the same link.

How to Proceed

Complete the following request form and return by email, fax, or postal mail to the address on the form. If you or your management team wish to discuss the program requirements with our staff, please use the contact information below to reach our program staff.

Mail: Assistant Chief
PEOSH Consultation & Training
New Jersey Department of Labor and Workforce Development
P.O. Box 953, 3rd Floor
Trenton, NJ 08625-0953

Email: SafetyTraining@dol.nj.gov

Phone: (609) 633-2587

FAX: (609) 943-3325

Web: <http://nj.gov/labor/PEOSHconsultation>

New Jersey Department of Labor and Workforce Development
On-Site Consultation and Training

Request for On-Site Consultation/Training

date of request _____

contact name _____

establishment name _____

private employer public employer

site address _____

mailing address _____

city _____ state _____ ZIP code _____

telephone # (____) ____-____ ext _____ fax # (____) ____-____

type of business _____

email address _____ NAICS code _____

number of employees at this site _____

number of employees covered by this request _____

total number of employees at all sites _____

date of last OSHA/PEOSH inspection _____

service(s) you are requesting

safety health both Safety Recognition Award

How did you find out about the on-site consultation service? _____

Complete and return this form

by mail: New Jersey Department of Labor and Workforce Development
PEOSH On-Site Consultation and Training, P.O. Box 953, Trenton, NJ 08625-0953

or by e-mail: SafetyTraining@dol.nj.gov

or by fax: 609-943-3325

FOR OFFICE USE ONLY

safety _____ health _____
case # _____ req # _____