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**Mississippi State University Extension**

**Center for Continuing Education**

**Industrial Health & Safety Program**

**Consultation Request Form**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **NAICS code** (if known) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Company Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **City, State, Zip** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mailing Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**City, State, Zip**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of person making the request:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Number of Employees at site**: \_\_\_\_\_\_\_ **Number of Employees corporate-wide:** \_\_\_\_\_\_\_\_\_

**How did you learn of Mississippi State University’s On-site Consultation Program?**

Website \_\_\_\_\_\_\_\_ OSHA \_\_\_\_\_\_\_\_ Other, Please Describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Briefly describe the nature of your company’s business, flow process, machinery or equipment used, and final products**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Have you been inspected by OSHA in the past 12 months?** Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, answer the following:

Date of last inspection? Month \_\_\_\_\_\_\_\_\_\_\_ Year\_\_\_\_\_\_\_\_

Have all items cited been corrected? Yes \_\_\_\_\_\_ No\_\_\_\_\_\_\_

In not, when are the corrections due? Month \_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_\_\_

**What type of on-site consultation visit would you like? [Circle]** Safety Industrial Hygiene Both

**If applicable, what are your employee exposure concerns? [Circle]** Noise Air Contaminants None

**Which level of service would you like?**

**\_\_\_\_\_\_\_** Full-service visit. An On-site Consultation visit that provides a complete, safety and/or health hazard survey of all working conditions, equipment, processes and OSHA-mandated safety and health programs at the worksite. **(Time requirement to complete visit is usually between 4 hours to possibly multiple days depending on the size and complexity of your business)**

**\_\_\_\_\_\_\_** Limited-service visit. A less complete safety and/or health hazard survey than that provided by a full-service visit. A limited visit provides a focused survey of a particular work process or type of hazard or a focused survey that is conducted of one discipline, safety or health, or both disciplines at once. **(Time requirement to complete visit is usually between 2 hours to the end of one workday depending on the size and complexity of your business)**

By accepting MSU’s free on-site consultation service, I understand and agree to the following conditions:

1. Correct all hazards identified during the survey. I further understand that a time limit for correcting hazards OSHA would classify as SERIOUS will be established at the time of the survey based primarily upon the judgment of Mississippi State University consultant who will take into account such factors as probability of serious injury and feasibility of correction.
2. To notify, Mississippi State University, in writing, of the corrections of the SERIOUS hazards that are identified in this consultation including the date that the correction was made and specifically what was done to correct the hazard.
3. I also understand:
   * That the company has the right to stop the consultation at any point during the assistance, but is responsible for correcting all hazards identified up to that point.
   * That Mississippi State can stop the consultation at any point if there are indications that the company is not committed to fulfilling their obligations for the scope of assistance requested.
   * An extension of the time frame(s) set for the correction of serious hazard(s) may be requested in writing if the company has made a good faith to correct the hazard(s), show that the delay was beyond its control, and have given assurance that interim safeguards are in use to protect employees from the hazard(s).

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return form by mail to:** MSU Industrial Health & Safety Program

Suite B, Hwy 18 | Brandon, MS 39042

**By Email to:** [j.dale@msstate.edu](mailto:j.dale@msstate.edu) **By Fax to:** 601-825-6609