

REQUEST FOR CONSULTATION SERVICE

1. **Company Name** _____
Type of Business _____

2. **Mailing Address** _____ **County** _____
(Street, City, Zip)
Site Address _____

3. **Name & Title of Person Making Request** _____

4. **Person to Contact and Phone #** _____

5. **Has West Virginia Division of Labor provided Safety/Health Consultation services previously?**
YES NO If Yes, approximate date of previous services _____

6. **Briefly describe operations performed. Flow processes, machinery or equipment used, and final products:**
Check any of the following operations/processes that are performed at the site:

<input type="checkbox"/> a. Welding/Burning (Gas/Electric)	<input type="checkbox"/> f. Dip Tank Operations
<input type="checkbox"/> b. Work in Confined spaces	<input type="checkbox"/> g. Spray Finishing/Coating
<input type="checkbox"/> c. Machining (cutting, shearing, forming)	<input type="checkbox"/> h. Materials Handling (equip.)
<input type="checkbox"/> d. Hazardous Chemicals	<input type="checkbox"/> i. Compressed Gases
<input type="checkbox"/> e. Grinding/Polishing	<input type="checkbox"/> j. Sawing, Sanding, Planing

7. **Who has overall responsibility for the safety program at your facility?**
Name: _____ **Title** _____

8. **Employee Information:**
a. Number of Employees Employed at this Location: _____
b. Number of Employees Covered by Consultation: _____
c. Total Number of Employees in Your U.S. Corporation: _____

9. **Date of Last OSHA Inspection** _____

Date _____ Signature _____
Name _____
Title _____

Please return form to: West Virginia Division of Labor
Safety Section
Capitol Complex
Building 6, Room 749B
Charleston, WV 25305

The Division of Labor processes your personal information for appropriate and customary business purposes. Your personal information may be disclosed to other State agencies or third parties in the normal course of business as needed to comply with State or Federal laws. If you have any questions about the Division of Labor's use of your personal information or would like a copy of the Division's complete privacy notice, please contact the Webmaster, Robert Bryant at Robert.L.Bryant@wv.gov or the Division's Privacy Officer, John Junkins at John.R.Junkins@wv.gov.