The OSHA Consultation Section offers the private sector consultative surveys at no cost to the employer. These surveys not only serve to help maintain compliance with Federal OSHA standards, but also address potential problems that may lead to work-related illness or injury and provide suggestions and instruction on the correction of any hazards found.

The goal of the consultation program is to help small employers in high hazard industries recognize and correct safety and health hazards in their facilities.

**Services we offer include:**
- On-Site Inspections
- Noise and Air Monitoring
- Media Library Center
- Sample Written Programs
- Safety Award Program
- State-Wide Safety Conferences

For more information on our services, questions, or assistance, you may contact us at:

**Phone:** 501-682-4523  |  **Fax:** 501-682-4532
**Email:** clark.thomas@arkansas.gov.

An OSHA consultant in your area will be glad to help you get on the road to a safer & healthier workplace!

**Arkansas Department of Labor and Licensing**

900 West Capitol Avenue, Suite 400
Little Rock, Arkansas 72201

Phone: 501-682-4500  
Fax: 501-682-4532

Sarah Huckabee Sanders, Governor
Daryl E. Bassett, Cabinet Secretary
Ralph T. Hudson, Director, Division of Labor

[www.labor.arkansas.gov](http://www.labor.arkansas.gov)
CONDUCTING SAFETY TEAM SELF-INSPECTIONS

Perform Inspections During the Following:
- During Pre-Shifts
- Lunch Breaks
- Breaktimes
- When the attendance is the lowest (early or late. Only have people available who are necessary to the inspection.
- Do routine shift inspections when the other practices above are not practical.
- Train individual to inspect their own machine and work area.

Limit the Number of Safety Team Members to Perform Inspections. (Recommend 1 -3 personnel during the inspection of an area. Maintain distance

Practice Social Distancing to Prevent Close Contact
- Use the 6-feet Rule
- Utilize personal protective equipment barriers to prevent exposure
- Mark areas to control how many people can be in an area and to control the direction of traffic

Utilize Appropriate Personal Protective Equipment. (Explain how to put on, wear, and take off PPE.)
- Mask
- Face Shields
- Gloves
- Aprons/body suits
- Hand sanitizer (If items are available)
- Lysol wipes (If items are available)

Implement Job Safety Analyses (JSA) /Job Hazard Analyses (JHA) Handouts Electronically, if possible
- Develop JSA/JHA for operators to help employees retain awareness of potential hazards in their area or with the potential equipment
- Develop JSA/JHA to implement best practices for COVID-19

Develop a “Concern Box” for Identified or Potential Hazards to be Submitted in by the Employees. Supervisors Should Check Box Daily.
- Monitor submitted concerns
- Address identified issues
- Share and document actions taken

Keep Bathrooms, Lunchrooms, and High Contact Areas Clean and Sanitized.
- Develop a routine schedule
- Disinfect with Lysol or a disinfect agent

Implement an Emergency Plan and Give Guidance on Approaching a COVID-19 or Injured Victim.
- Implement CPR/first responder best practices (Compressions ONLY)
- Limit employees in the area(s) to essentials only
- Provide cloth coverings
- Use body suits/apron
- Educate and train emergency team on dealing with an injured person
- If personal protective equipment does not exist or if a person has not been properly trained, instruct the employee not to assist the potential COVID-19 victim.

CONDUCTING SAFETY TEAM TRAINING

Practice Social Distancing to Prevent Close Contact.
- Use a space that allows social distancing
- Use the 6-feet rule
- Mark areas to control how many people can be in an area and to control the direction of traffic
- Assigned seating that allows for the 6-feet rule both vertically and horizontally
- All attendees facing one direction in the training with no one face-to-face
- No talking within proximity of less than 6-feet
- Everyone maintains their assigned seat

The Instructor or Host Should Use Appropriate Personal Protective Equipment and Other Engineering Sources.
- Mask
- Face Shields
- Gloves
- Hand sanitizer
- Lysol wipes
- Properly dispose of wipes/hand towels

The Instructor or Host Should Disperse Handout with Clean Gloves and Dispose Afterwards. (Recommend distributing electronically ahead of time OR have the information at the assigned seats before the attendees arrive. Advise the attendees to bring their own supplies.)

Participants Should Use Appropriate Personal Protective Equipment at All Times.
- Mask
- Face Shields

Hold the Training Session for 20-30 Minutes and Provide 2 Sessions if Not Enough Space.
*NOTE: The longer you are in close contact with an individual, the greater the probability of being exposed.*

Keep Room, Equipment, and High Contact Areas (Doorknobs/Light Switches) Clean and Sanitized.
- Clean and sanitize using disinfectant cleaners and sprays

Pre-Record the Training Session and Provide a Copy to the Training Participants.
*NOTE: This is the BEST OPTION! You can do this live with video software, “Zoom Meetings,” etc.*