



State of Wyoming Department of Workforce Services



Matthew H. Mead
Governor

OSHA Division
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John Cox
Director
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Dear Employer:

Department of Workforce Services - OSHA has a program which we feel will be both acceptable and advantageous to you. This program is the Safety and Health Achievement Recognition Program, or SHARP.

SHARP is a recognition program which provides incentives and support to smaller, high-hazard businesses to work with their employees and OSHA Consultation to develop, implement, and continuously improve the effectiveness of their workplace safety and health programs. The program is administered by our Consultation Section.

How do you enroll in SHARP? SHARP is for single, fixed work sites of small, high hazard businesses. Priority is given to those sites with less than 250 employees at the facility/site to be covered. Mobile sites such as construction projects, oil/gas drilling/servicing rigs, and logging are not eligible for this program. If you agree to be a part of the SHARP program, you must request entry approval by letter. A health and safety consultant will be assigned to work with you and your company to satisfy your needs in job health and safety matters. You will be scheduled for an on-site health and safety survey and program assistance. Once you have met all SHARP requirements, you will receive a certificate, valid for one or two years, which includes compliance inspection exemption. Should a compliance officer subsequently show up at your office or site, just show him/her your certificate for the program, and they will depart after confirming your status with the Consultation Division.

The attached package covering the SHARP program is provided for your information. If you have any questions, please call 777-7786 and ask to speak to a Consultant. Please remember, our goal is to help you prevent accidents and injuries to your employees.

Respectfully,

Daniel S. Bilkley
Deputy Administrator
Department of Workforce Services - OSHA Division

Enclosures

WYOMING OSHA

Safety and Health Achievement Recognition Program **(SHARP)**

The Safety and Health Achievement Recognition Program (SHARP) is a recognition program which provides incentives and support to smaller, high-hazard businesses to work with their employees to develop, implement, and continuously improve the effectiveness of their workplace safety and health programs. To promote effective safety and health program management and to provide model programs for others to follow, Wyoming OSHA, through SHARP, recognizes employers who have exemplary safety and health programs that result in the immediate and long-term prevention of job-related injuries and illnesses. SHARP is available to employers whether they operate in the private or public sectors. Achievement of SHARP recognition will result in the award of a certificate and exempt an employer from regular scheduled compliance inspections for up to two years. Renewals are on-going as long as the requirements of the program are maintained.

SHARP ELIGIBILITY

Employers and/or businesses at a single fixed site, under the following stipulations, may participate in SHARP.

- a. Request a consultation visit that involves a full service safety and health hazard identification survey, including a comprehensive assessment of the worksite's safety and health management system. Priority will be given to employers with not more than 250 employees at the site.
- b. Have at least one year of operating history at the particular worksite for which the employer is seeking SHARP participation. This time is necessary to establish the DART and Total Recordable Case Rate (TRCR) for this location.
- c. Be a single, fixed work site. Mobile work sites, such as logging, construction, oil/gas drilling, etc., are not currently eligible for SHARP.

PROGRAM REQUIREMENTS AND ELEMENTS

1. The employer must request in writing entry into the Safety and Health Achievement Recognition Program, and agree to fulfill the obligations and responsibilities of SHARP.
2. SHARP is not just a program for an employer to gain an exemption from compliance inspections. The employer must have the willingness and the commitment to expend the time, effort, and resources associated with developing programs and correcting any identified hazards. Employers requesting initial entry into SHARP participation must agree to:
 - a. Receive a full service safety and health consultation visit, and a comprehensive review of their safety and health management system.
 - b. All (if any) hazards and deficiencies found by the consultant(s) must be corrected;

c. Receive a score of at least “two” on all fifty basic attributes of the Form 33. Additionally, all “stretch items” of the Form 33 must be scored. The Safety and Health Program Assessment Form 33 can be viewed on Wyoming OSHA webpage under the Health and Safety Program link.

d. Have DART and TRC injury/illness rates for the preceding year that are below the latest published BLS average for the industry

e. Involve employees in the development, operation, and improvement of all elements of the safety and health program, and in decisions that affect their safety and health.

f. Consult in advance with Consultation on any changes in working conditions or work processes which might introduce new hazards into the workplace.

3. Upon receipt of an employer's request for entry into SHARP, Wyoming OSHA Consultation will accomplish the following actions and program elements.

a. Review the application and ensure that the business/employer meets eligibility requirements.

b. Assign a safety and health consultant to work with the employer in accomplishing the requirements of Wyoming occupational safety and health standards and SHARP.

c. Schedule and perform a full service (program assistance and safety survey) consultation visit of the facility/site. During this survey, the following will be conducted or provided by the consultant:

(1). Opening Conference. The consultant will review the requirements of SHARP with the employer to ensure that the employer fully understands the commitment necessary to pursue SHARP.

(2). Provide health and safety program assessment and assistance to the employer. Any in-place programs will be reviewed, and the need for additional programs, required by the standard but not implemented by the company, will be determined.

(3). Address the company's OSHA recordkeeping requirements, including reviewing the OSHA 300 Injury Log and/or other accident/incident/injury/illness records, such as Worker's Compensation claims, to identify causes and trends. Also used to determine the DART and TRCR rates.

(4). Conduct a safety and health survey of the workplace. All operations, activities, and areas will be inspected for hazardous conditions and compliance with applicable standards and programs. Few, if any, hazards should be identified during the walk through survey of the workplace. If hazards reflect significant deficiencies in the safety and health program, the company cannot be recommended for SHARP final approval until the deficiencies have been corrected and the Consultation Supervisor is confident that the program will operate effectively thereafter.

(5). Interview employees to determine their level of participation and knowledge of safety, SHARP, and overall involvement in the safety and health program.

(6). Provide informal training on hazard recognition and the requirements of the various programs to the employer or his/her representative.

(7). Closing Conference. In the closing conference, the consultant will:

(A). Describe the hazards identified in the walk through and discuss possible methods of correction.

(B). Describe any inadequacies and deficiencies of the employer's workplace safety and health program. Review the Form 33, Safety and Health Program Assessment Worksheet, and leave a copy to be used as a tool in working toward full program implementation in the subsequent year.

(C). If all SHARP elements are not in place, work with the employer to develop an action plan that outlines the specific steps that the employer must accomplish to meet the requirements for SHARP. The action plan must address in detail the correction of all identified hazards (with time frames), the steps necessary to implement an effective health and safety program (with time frames), and a statement of the employer's commitment to work with Consultation to achieve SHARP approval.

d. Consultation will furnish to the employer a written consultation report that includes the information covered in the closing conference. The written report will reflect the consultant's findings, recommendations for hazard correction, safety and health program improvements and the action plan(to which the employer agreed) to meet SHARP requirements (if needed). Due dates and open items will be monitored for completion of required action.

IMPORTANT SIDE NOTES ON SHARP

1. The intent of SHARP is to recognize the safety and health achievements of exemplary employers.

2. The Compliance inspection exemption covers only general scheduled inspections. Compliance may still conduct inspections for imminent danger, fatality/catastrophe, formal complaints and safety discrimination complaints.

3. The importance of involving employees in this program cannot be over emphasized - employees must be involved in the development, operation, and improvement of all elements of the workplace safety and health program and in the decisions that affect their safety and health.

4. Employers granted initial SHARP approval may apply for renewal during the last quarter of the approved participation period. Another full service survey will be conducted to ensure that the safety and health program has been effectively maintained or improved. The DART and TRCR for the site must have remained below the national average for their industry during the period of

SHARP approval. Renewal, for up to three years, is dependent on Consultation's assessment of continued program effectiveness. During the interim years, participating employers must submit the following to Wyoming OSHA:

- a. A copy of the worksite's OSHA 300 log;
- b. Information regarding the completion of item(s) set forth in the achievement plan plus other achievements over the year. This information and a site self-evaluation template will be provided to you.

5. When an employer's failure to meet or maintain requirements reflects a lack of good faith in relation to those requirements and/or a significant reduction in worker protection, then he/she will be given the opportunity to withdraw, or be terminated, from the program. Specific situations that would warrant termination include:

- a. Failure to maintain program elements.
- b. A fatality or catastrophe investigation that results in a citation directly related to the fatality or catastrophe, or a program weakness that allowed for the same.
- c. Failure to maintain the required DART rate or TRCR.
- d. Failure to provide complete or timely written verification of serious hazard correction, or hazards goes uncorrected.
- e. Employer found guilty in a safety discrimination case filed after SHARP approval.

2 Attachments

1. Application and Agreement
2. Notice of Intent to Participate



Application and Agreement SAFETY & HEALTH ACHIEVEMENT RECOGNITION PROGRAM (SHARP)

Company Name:

Phone:

Mailing Address:

Street Address:

Facility/Site Address (If Different):

Type of Business:

Number of Employees:

(Not more than 250 at site or 500 nationwide)

Request the facility, location, or site referenced above be approved for entry into the Safety & Health Achievement Recognition Program (SHARP). By signing this document, I agree to fulfill my obligations as follows:

- 1) Involve employees in the program by making them aware of the program, establishing an internal safety complaint procedure with no fear of reprisal, and ensuring newly hired employees are made aware of the program.
- 2) Initiate and implement all safety and health programs required by the consultant.
- 3) Correct all (if any) hazards cited by the consultant during the inspection. They must be corrected by the date mutually agreed upon by yourself and the consultant or an approved extension date.
- 4) Notices of Hazards cited during the inspection must be posted where it will be readily observed by the affected employees for three days or until correction, whichever is longer.
- 5) The Notice of Intent to Participate must be posted next to the Wyoming Occupational Health and Safety Poster (Form 902 or 902a whichever is applicable) and accessible to the employees. Also the OSHA 300 Form needs to be maintained regardless of size or business type exemption.

By not completing any of the above requirements, I understand that I may be removed from SHARP. If identified serious hazards are not corrected, the case file may be referred to the Wyoming OSHA Program Manager for possible compliance action.

Signature: _____

Approved: Consultation Supervisor Date

Printed Name:

Position:

(Approval means that your request for entry has been approved. Exemption status is not granted until all program elements are met.)

Email:



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Wyoming OSHA Division
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**NOTICE OF INTENT TO PARTICIPATE IN THE
SAFETY & HEALTH ACHIEVEMENT RECOGNITION PROGRAM (SHARP)**

This is to notify all affected employees of my intention to participate in the Safety & Health Achievement Recognition Program in cooperation with Wyoming OSHA. A complete on-site health and safety survey will be accomplished by a representative of the program, and I have agreed to voluntarily eliminate all of the hazards identified.

In order to provide you with a more healthful and safe work environment, I will implement and continue to maintain a health and safety program in accordance with guidelines provided under the Safety & Health Achievement Recognition Program.

By participating in this program, we will be eligible for an exemption from routine compliance inspections upon completion of our commitments, for a period up to two years.

Signature of Employer

Title

Date

POST ON EMPLOYEE BULLETIN BOARD AT YOUR PLACE OF EMPLOYMENT