**VI. Consultant Services and Utilization**

**Purpose.** In accordance with PA Code Title 34, Chapter 129.403 and 129.702, accident and illness prevention services providers either directly employed or retained under contract shall meet the requirements in Subchapter E of the standard. The commonwealth ensures compliance with the standard by subcontracting with Compliance Management International (CMI), a safety consultant firm. The safety consultants are available to provide comprehensive safety and loss control services to all of the agencies participating in the commonwealth’s workers’ compensation program.

**Consultant Contact Information.**  CMI corporate headquarters, 1350 Welsh Road, Suite 200, North Wales, PA 19454, 1.800.701.9369.

OA Safety Consultant Team, 613 North Street, Room 304, Finance Building, Harrisburg, PA 17112, 717.857.3666, ra-oasafety@pa.gov.

**Process for Requesting Services.** The safety consultants are available to provide knowledge and expertise in order for agencies to effectively administer their program. When in need of assistance, the agencies may directly contact the OA safety consultant team at 717.857.3666 or by email at ra-oasafety@pa.gov. Services are generally initiated by the agency. However, there are times when the Office of Administration may assign tasks to the consultants, such as program reviews or other compliance related issues.

All ad hoc requests for services or projects must be approved by the safety coordinator and the Office of Administration.

The consultant providing the service will complete a project request approval form. Once the consultant completes the form, it will be forwarded to the safety coordinator via email. Upon receipt of the approval form, the safety coordinator will review the information and approve the services by typing his/her name and date in the appropriate section of the form. Once approved by the safety coordinator, the form must be forwarded to the Office of Administration for final approval (ra-oasafety@pa.gov).

For projects that exceed the total hours on the approval form, a new or revised project estimate must be developed and routed for safety coordinator and OA approval as soon as possible. Revised project requests must be developed before the total project is completed or shortly thereafter in order to receive the appropriate approvals.

**Completion of Services.** After the requested services are rendered, you will receive a copy of the paid invoice to review for appropriateness of the charges. The invoice will outline the services provided and their associated costs. The costs for the services are not paid by the agency, nor do they affect the agency’s budget. Payment is made from the workers’ compensation restricted receipts account.

**Available Services.** The safety consultants are available to assist agencies with all aspects of their AIPP workplace safety and health program. Below are some examples of the services that can be provided.

* Policy, Procedure, and Training Development for all of the required program elements and protocols.
* Indoor Air Quality and Industrial Hygiene Services
* Hazard Identification and Analysis
* Safety Inspections
* Incident Investigations
* Emergency Action Plans
* Safety Program Reviews and Evaluation
* Program Effectiveness and Loss Analysis
* Safety Committee Development and Facilitation
* Back Injury Prevention
* Confined Space Entry
* Electrical and Machine Safeguarding
* Fleet and Safe Driving
* Hazardous Materials / Right-to-Know
* Asbestos and Lead
* Lockout / Tagout
* Personal Protective Equipment
* Ergonomic Evaluations and Solutions
* Fall Protection
* Scaffold and Ladder Safety
* Forklift and Powered Industrial Trucks
* Motivating Safe Behavior
* Increasing Program Visibility and Upper Management Support