

## Sample Request Letter 10

### OSHA/NJPEOSH 300 LOG OF INJURIES AND ILLNESSES AND THE OSHA/NJPEOSH FORM 300-A SUMMARY FROM EMPLOYEE, FORMER EMPLOYEE OR UNION

Date:

Employer Official  
Employer  
Address

RE: OSHA/NJPEOSH 300 Log and Form 300-A Summary

Dear *(name of employer official)*:

As an employee *(former employee or authorized employee representative)* at *(name of the workplace or employer)*, and in accordance with OSHA/NJPEOSH standards 1904.35, I am requesting a complete up-to-date copy of the 300 Log of Work-Related Injuries and Illnesses for the entire establishment for this current calendar year (and for the previous calendar years including \_\_\_\_\_). I am also requesting the Form 300-A Summary of Work-Related Injuries and Illnesses for each of these previous calendar years as well.

These copies are to be provided to me by the end of the next business day from the date of this request as required by 1904.35. Except as permitted by 1904.29 for certain privacy concern cases, the names of the employees shall remain on the copies of the 300 Log(s) that I am requesting. As this is the first time that I have asked for copies of these records, they shall be provided to me at no cost.

Sincerely,

Name/Signature *(Employee, former employee, or authorized employee representative/union representative)*  
Address