

Sample Request Letter 8

INFORMATION ON NOISE EXPOSURE FROM EMPLOYEE OR FORMER EMPLOYEE

Date:

Employer Official
Employer
Address

Dear (*employer representative*),

As an employee (*or former employee*) of (*name of the workplace or employer*), and in accordance with OSHA/NJPEOSH standards 1910.1020 and 1910.95 (1926.33 and 1926.52 for construction, respectively), I am requesting copies of the following information that is relevant to me, the employee:

1. All noise exposure records made in the workplace in the last two years that were used to fulfill the requirements of 1910.95 (1926.52 for construction).
2. A summary of the hearing conservation program developed under 1910.95 (1926.52 for construction) and a list of all departments and/or job categories covered by the hearing protection program.

OSHA/NJPEOSH standard 1910.1020 (1926.33 for construction) requires that either I be given copies of this information within 15 working days, or if you cannot reasonably provide access to these records within 15 working days, you must apprise me of the reason for any delay and the earliest date when the records can be made available. Copies of these records shall also be provided to me at no cost.

Sincerely,

Name/Signature (*Employee or Former Employee*)
Address