

Sample Request Letter 1

SAFETY AND HEALTH INFORMATION UNDER LABOR LAW FROM UNION

Date:

Employer Official

Employer

Address

Dear (*employer representative*),

In order to fulfill the union's contract administration and bargaining responsibilities, we request the following information for the last three (3) calendar years:

(Include some or all of the following, depending on need.)

1. Records of inspections, consultations, or audits related in any way to health and safety, including OSHA, corporate, insurance company, fire, boiler, electrical, environmental, etc.
2. Records of accident/incident investigations.
3. The following information regarding workers' compensation experience:
 - a. Number of claims filed.
 - b. Number of compensation claims paid.
 - c. Number of medical-only claims paid.
 - d. Cost of compensation claims, medical-only claims, and all costs combined.
4. Listings of employees who either are or have been:
 - a. Medically restricted as a result of musculoskeletal, respiratory or other conditions thought to be of occupational origin.
 - b. Laid off as a result of physical disabilities caused by occupational injuries or illness.
 - c. Experiencing standard threshold shift hearing loss (change in hearing threshold relative to the baseline audiogram of an average of 10 dB or more at 2000, 3000, and 4000 Hz in either ear).
5. Information regarding any health and safety program in use, including but not limited to a description of the program, instructions to supervisors, instructions to employees, training manuals, and names of employees who have been trained in this program. These may include:
 - a. Emergency response.
 - b. Hazard communication.
 - c. Chemical spills.
 - d. Hearing conservation/noise abatement.

- e. Indoor air quality.
 - f. Pest control and pesticide use.
 - g. Ergonomics.
 - h. Bloodborne pathogens.
 - i. Confined space entry.
 - j. Lockout/Tagout.
 - k. Outside contractor health and safety.
 - l. Preventive maintenance of the facility, machinery, equipment, and tools.
6. Minutes of health and safety committee meetings.
 7. Health and safety literature that the employer has received from manufacturers of machines and other equipment, or from designers of work processes.
 8. Studies of workplace health and safety conditions produced by the employer, consultants, or outside agencies.
 9. Health and safety suggestions submitted to the employer.
 10. Information on anticipated changes in the workplace, including renovations and new construction, new chemicals, equipment and work processes that may affect health and safety.

Please provide this information by (date)._____

(Pick applicable paragraph.)

FOR PRIVATE SECTOR:

This request is made pursuant to the union's right to information under the National Labor Relations Act. *(Substitute name of applicable bargaining law if workers are not covered by the NLRA. The Railway Labor Act covers airline and railroad employees.)*

FOR PUBLIC SECTOR:

This request is made pursuant to the union's right to information under the New Jersey Employer-Employees Relations Act. *(Substitute name of applicable bargaining law if workers are not covered by this Act. Federal employees, with the exception of employees of the U.S. Postal Service who are covered by the NLRA, are covered by the Federal Labor Relations Act.)*

Sincerely,

Name/Signature

Address

(Authorized Employee Representative/Union Representative)