

Sample Request Letter 12

OSHA/NJPEOSH 301 INCIDENT REPORT FROM UNION

Date:

Employer Official
Employer
Address

RE: OSHA/NJPEOSH 301 Incident Reports

Dear (*employer representative*),

As an authorized employee representative at (*name of the workplace or employer*), and in accordance with OSHA/NJPEOSH standard 1904.35, I am requesting copies of all Form 301 Injury and Illness Report's for all employees at this establishment for the current calendar year (and for all employees during the previous calendar years including _____).

These copies are required to be provided to me within 7 calendar days from the date of this request. As this is the first time that I have asked for copies of these records, they shall be provided to me at no cost. I understand that I am only to receive that portion of the Form 301 containing "information about the case".

Sincerely,

Name/Signature (*Authorized Employee Representative/Union Representative*)
Address