

Sample Request Letter 13

OSHA COMPLAINT COVER LETTER FROM UNION

Date:

Address: *(Pick one OSHA Area Office)*

OSHA, AVENEL AREA OFFICE

1030 St. Georges Avenue

Plaza 35, Suite 205

Avenel, New Jersey 07001

Serves Hunterdon, Middlesex, Somerset, Union, and Warren Counties

OSHA, MARLTON AREA OFFICE

Marlton Executive Park, Building 2

701 Route 73 South, Suite 120

Marlton, New Jersey 08053

Serves Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Mercer, Monmouth, Ocean, and Salem Counties

OSHA, PARSIPPANY AREA OFFICE

299 Cherry Hill Road, Suite 103

Parsippany, New Jersey 07054

Serves Essex, Hudson, Morris, and Sussex Counties

OSHA, HASBROUCK HEIGHTS AREA OFFICE

500 Route 17 South, 2nd Floor

Hasbrouck Heights, New Jersey 07604

Serves Bergen and Passaic Counties

RE: Attached Complaint

Dear Area Director,

As the authorized employee representative for affected employees, we are filing the attached complaint. We wish to participate fully in all stages of the inspection including opening conference, walkthrough, record reviews, industrial hygiene monitoring, and closing conference. We request that the inspector contact at least one of the individuals listed below as soon as he or she arrives on-site for the inspection. We also request that you postpone the inspection if none of the following individuals can be reached.

(Give names and home, work, and cell phone numbers for several officers and leaders)

(Only where groups of employees have different representatives)

Since groups of employees have different representatives, we request different employee representatives for different phases of the inspection or that more than one employee representative be permitted to accompany the inspector throughout the inspection.

(If applicable)

A bilingual inspector or translator is requested to talk to workers, who speak *(languages)*.

Sincerely,

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