

Sample Request Letter 2

WORKSITE INSPECTION UNDER LABOR LAW FROM UNION

Date:

Employer Official
Employer
Address

Dear (*employer representative*),

The union has become aware of several health and safety concerns of employees that we would like to investigate. Specifically, we would like to look at the following items:

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

1. Jobs involving potential exposure to hazardous chemicals.
2. Jobs involving noise exposure.
3. All jobs for ergonomic evaluation.
4. Safety-related hazards throughout the facility.
5. Indoor air quality hazards throughout the facility including outdoor air supply, temperature control, mold, asbestos, and lead paint.
6. Computer jobs throughout the facility for ergonomic evaluations.
7. Fire preparedness and protection, including aisles, exits, fire extinguishers and alarms.
8. Vehicle maintenance and emergency supplies.
9. Violence-related hazards including parking, lighting, building security.
10. Sanitation including general housekeeping, bathrooms, trash removal and recycling, and pest control.

In order to fulfill the union's contract administration and bargaining responsibilities, we request a worksite inspection on a date agreeable to both parties. The union expects the inspection to take one or two days and would use the standard investigative tools of a health and safety professional, including taking photographs and measurements. The inspection would be conducted by _____. We also request that a local union representative and staff representative participate.

Please provide us with dates for the inspection that are agreeable to you.

(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)