

Sample Request Letter 4

INFORMATION ON EXPOSURE TO TOXIC SUBSTANCES OR HARMFUL PHYSICAL AGENTS TO EMPLOYER FROM UNION

Date:

Employer Official
Employer
Address

RE: Exposure Records

Dear (*employer representative*),

As a designated representative for the employees at (*name of the workplace or employer*), and in accordance with OSHA/NJPEOSH standards 1910.1020 (1926.33 for construction industry), Access to Employee Exposure and Medical Records, and 1910.1200 (1926.59 for construction industry and N.J.A.C. 12:100-7.6 for NJPEOSH), Hazard Communication, I am requesting copies of all of the following records:

1. Results of exposure monitoring or biological monitoring for toxic substances or harmful physical agents conducted at the workplace for all employees (*or select certain substances, employees, dates, etc.*).
2. Copies of any analyses, reports, findings, conclusions or recommendations made by any health and safety consultant hired by the employer, or made by the employer itself, related to workplace exposure to toxic substances or harmful physical agents.
3. Lists of all hazardous chemicals in the workplace, including the latest available *Right to Know Survey* and any updates.
4. Copies of all *Material Safety Data Sheets* you have on file for hazardous chemicals used on the workplace.
5. A copy of the written Hazard Communication Program.

OSHA/NJPEOSH standards require 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 (*Union Representative*)
Address