

[DATE]

[Insert District Office]

[Name of District Manager]

[Insert Address]

Sent via Email: [Insert Email]

Cc: [Regional Manager, email]

**Re: Serious violations of Health and Safety Regulations at [Insert Company, Location]**

Dear [insert district office],

We are writing to you on behalf of [name of worker], employee of [insert company] located in [insert city/county]:

- [insert address of workplace]

This letter serves as a serious formal complaint against [insert company] pursuant to California Labor code § 6309, with a request that Cal/OSHA conduct a thorough on-site inspection of this site. In addition, we request that Cal/OSHA keep the name and contact information of [name of worker] confidential. Please contact us in order to get in touch with the named [insert company] Employees.

California Labor Code § 6134(d) stipulates that employees have the right to communicate privately with the inspector about health and safety concerns during the investigation, and may authorize a representative to be present at the inspection tour. If for some reason, you cannot comply with this request, I would greatly appreciate it if you would contact me so we can discuss it before the inspection and make arrangements to identify for you a mutually acceptable employee representative who may be at the jobsite and fulfill these obligations. I do not believe it would be appropriate to ask the employer or a manager to select an employee to represent the workers during the inspection.

**Company Background:**

- Location(s)
- Type of company
- Number of employees/size of business

**The following health hazards have been identified by [insert company] Employees:**

- (example) §3212. Floor Openings, Floor Holes, Skylights and Roofs.
  - Missing guardrails on roof work areas.

- **Type of Hazard**
  - Bullet point examples/detail of hazard
  
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**Evidence of Violations:**

- Include pictures, video, texts, testimony (w/ explanations)

The hazards identified above are preventable if [insert company] takes the necessary precautions. Workers have made the company aware of these issues, but unfortunately the employer has ignored their workers' concerns. We firmly believe that workers are at risk of serious harm if no action is taken. If you have questions or concerns about this complaint, you may contact me at [insert phone number].

Sincerely,

[Worker's Name]

[Address to receive communication]