Introduction

Many workplaces in the United States are regulated by the Federal Occupational Safety and Health Administration (OSHA). This guide is intended to help the reader understand the Federal Occupational Safety and Health Act as it applies to general industry, as well as OSHA’s structure, powers and enforcement tools. OSHA has issued separate standards that apply to certain industries, such as Shipyard, Longshoring, and Construction, however the information in this guide is relevant for those industries as well.

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I. WHAT IS OSHA?

The Federal Occupational Safety and Health Administration (OSHA) is a federal agency that falls within the Department of Labor and is headquartered in Washington, D.C. OSHA was created by the Occupational Safety and Health Act of 1970 (the “OSH Act,” or the “Act”). The Act is intended to assure safe and healthful working conditions in American workplaces. The Act requires employers to comply with safety and health standards and to maintain a workplace that is free from recognized hazards. The Act also requires that each employee comply with occupational safety and health standards and all rules, regulations, and orders issued under the OSH Act applicable to his or her actions and conduct. However, there is no authority to sanction employees under the OSH Act.
II. OSHA JURISDICTION

The OSH Act generally covers private sector workplaces in the United States and its territories. In addition, the Act requires that federal agencies establish and maintain safety and health programs consistent with OSHA standards. However, OSHA generally lacks effective enforcement authority over federal employers. The Act permits individual states to develop and enforce their own job safety and health programs, provided these programs are at least as effective as the federal program. Approximately one half of the states are “State Plan States” for OSHA purposes.

Headquarters—U.S. Department of Labor
Occupational Safety and Health Administration (OSHA)
200 Constitution Avenue, N.W.
Washington, D.C.
www.OSHA.gov

FEDERAL REGIONS

Region 1 Regional Office
JFK Federal Building, Room E340
Boston, Massachusetts 02203
(617) 565-9860
(617) 565-9827 FAX
Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont

Region 2 Regional Office
201 Varick Street, Room 670
New York, New York 10014
(212) 337-2378
(212) 337-2371 FAX
New Jersey, New York, Puerto Rico, Virgin Islands

Region 3 Regional Office
U.S. Department of Labor/OSHA
The Curtis Center-Suite 740 West
170 S. Independence Mall West
Philadelphia, PA 19106-3309
(215) 861-4900
(215) 861-4904 FAX
District of Columbia, Delaware, Maryland, Pennsylvania, Virginia, West Virginia
Region 4 Regional Office
61 Forsyth Street, SW
Room 6T50
Atlanta, Georgia 30303
(404) 562-2300
(404) 562-2295 FAX
Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee

Region 5 Regional Office
230 South Dearborn Street, Room 3244
Chicago, Illinois 60604
(312) 353-2220
(312) 353-7774 FAX
Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin

Region 6 Regional Office
525 Griffin Street, Suite 602
Dallas, Texas 75202
(972) 850-4145
(972) 850-4149 FAX
Arkansas, Louisiana, New Mexico, Oklahoma, Texas

Region 7 Regional Office
Two Pershing Square Building
2300 Main Street, Suite 1010
Kansas City, Missouri 64108-2416
(816) 283-8745
(816) 283-0547 FAX
Iowa, Kansas, Missouri, Nebraska

Region 8 Regional Office
1999 Broadway, Suite 1690
Denver, Colorado 80202
(720) 264-6550
(720) 264-6585 FAX
Colorado, Montana, North Dakota, South Dakota

Region 9 Regional Office
90 7th Street, Suite 18100
San Francisco, California 94103
(415) 625-2547 (Main Public - 8:00 AM - 4:30 PM Pacific)
(800) 475-4019 (For Technical Assistance)
(800) 475-4020 (For Complaints - Accidents/Fatalities)
Arizona, California, Guam, Hawaii, Nevada

Region 10 Regional Office
1111 Third Avenue, Suite 715
Seattle, Washington 98101-3212
(206) 553-5930
(206) 553-6499 FAX
Alaska, Idaho, Oregon, Washington
State Plan States

The following states and territories have approved State Plans:

Alaska  Iowa  New Mexico  Tennessee
Arizona  Kentucky  New York  Utah
California  Maryland  North Carolina  Vermont
Connecticut  Michigan  Oregon  Virginia
Hawaii  Minnesota  Puerto Rico  Washington
Illinois  New Jersey  South Carolina  Wyoming
Indiana


III. OSHA ENFORCEMENT

OSHA enforces its safety and health standards through the inspection of workplaces by OSHA compliance officers. As a general rule, inspections are conducted during regular working hours and are unannounced. An employer has the right to require that the compliance officer obtain an inspection warrant or a search warrant prior to conducting the inspection. If the compliance officer finds violations of the OSH Act, s/he will issue written citations and propose penalties. An employer may contest citations and penalties, and the case will be heard before the Occupational Safety and Health Review Commission (OSHRC), an independent agency that hears contests arising under the OSH Act.

IV. INSPECTION PROCEDURES

The OSHA Field Operations Manual (FOM) contains the general enforcement policies and procedures to be used by OSHA compliance officers when conducting inspections, issuing citations and proposing penalties. The FOM may be found at OSHA’s website: http://www.osha.gov.

A. Opening Conference/Standard Inspection.

OSHA inspectors are required to start inspections with an opening conference where s/he presents credentials and explains the inspection procedure. Employers should consider the following:

1. Restrict Admittance. Never allow the opening conference or the inspection process to commence until the appropriate management representatives are present. The appropriate company representatives should be pre-established and receptionists and facility guards should be instructed that there is no admittance by OSHA until management is present.
2. **Determine the Reason for the Inspection.**

- Complaint (including whistleblower)
- Fatality
- Imminent danger
- Targeted industry
- Media (from report of fire, explosion, accident, etc.)
- Random

3. **Obtain a Copy of the Complaint.** Most inspections are the result of employee complaints and the inspector should provide the company with a copy of the specific complaint with the complainant’s name deleted. Do not comment about the reason for the complaint or the party who may have made the complaint since this could result in a retaliation claim by the worker.

4. **Distinguish Whether the Inspection Is a Safety or Industrial Hygiene Inspection.** If the compliance officer’s card designates “safety specialist” or “compliance officer,” the inspector is a safety inspector who will not conduct hygiene samplings. If the inspector’s card states “industrial hygienist,” it is likely that the inspection will focus on industrial hygiene issues such as noise, combustible dust, air contaminants, etc. Consider performing simultaneous sampling to verify OSHA’s results.

5. **Distinguish 11(C) Inspections for Alleged Retaliation.** Certain OSHA inspectors in each area office are assigned to conduct investigations into complaints of alleged discrimination and retaliation against employees as a result of safety-related complaints. In addition, OSHA enforces the anti-retaliation provisions of 16 other federal statutes. These “whistleblower” investigations generally do not involve any physical inspection of the facility. The OSH Act provides that employees cannot be discharged or otherwise discriminated against for exercising any right created by the Act, or for filing complaints or instituting proceedings under or related to the OSH Act.

6. **Designation of Employee Representative.** OSHA inspectors are required to ask for the participation of an employee representative. If the facility is organized, the Union Safety Chairman, Shop Steward or other officer will be asked to participate. If not organized, the employer may have an employee representative participate if there is an employee safety committee.

7. **Limiting Scope of Inspection.** Define the areas that the inspector will need to see and confine the visit to those areas or departments.

- Do not offer a “facility tour”
- OSHA inspectors can cite any violations s/he sees in “plain view.”

8. **Review of Records.** Inspectors will routinely review the OSHA log (and previous logs) and annual summary of injuries. S/he
will check to ensure posting of the OSHA poster. S/he will also routinely check the following written programs:

- Hazard communication
- Lockout/tagout
- Emergency evacuation/fire prevention
- Bloodborne pathogens

9. **Photographs and Videos.** OSHA inspectors are instructed to take photographs and/or videos to document safety violations. Most employers allow photographs unless there is a trade secret or security issue. Companies should have cameras available and should take photographs or videos of the same items that OSHA inspectors photograph. OSHA commonly uses videos to document ergonomic issues which, at this time, may be cited under the “general duty” clause.

10. **Employee Interviews.** OSHA will ask to conduct employee interviews in private during the course of the inspection. Company representatives may participate in any interviews with any management employees (exempt employees). Employers may “debrief” any employee after his or her OSHA interview and prepare him or her prior to the interview. Employers may request that employees provide the employer with a copy of his or her written statement generated by the compliance officer during the employee’s interview. The employer may not retaliate against the employee for the information contained in the statement.

11. **Trade Secret Protection.** OSHA is required to protect the confidentiality of any items which are asserted to be trade secrets. Verification of trade secrets should be done at the opening conference, and a follow-up letter asserting the trade secrets should be sent to the Area Director. See Appendix for example of trade secret letter.

12. **Search Warrants.** An employer has the right to refuse to allow an inspection without the presentation of a search warrant. A request for a warrant will buy time before OSHA returns to conduct the inspection, but OSHA will obtain a warrant prior to any subsequent inspections. Consult with counsel before requiring OSHA to obtain a warrant.

**B. Inspection Walk-Around.**

1. **Stay with Inspector.** Accompany the inspector at all times. Limit the number of employees accompanying the inspector to one or two.

2. **Don’t Volunteer.** Do not volunteer information and remember that inspectors document employer comments.

3. **Document Inspection.** Take notes on all of the observations the inspector makes, particularly departments or equipment
inspected, approximate times spent in various areas, and individuals who were interviewed.

4. **Limit Company Records.** Where documents and records are requested, provide only those records specifically requested (i.e., crane inspection reports) or required to be kept by OSHA regulations. OSHA has the right to inspect any record required to be kept by OSHA standards and other records pertinent to the inspection. OSHA will frequently request safety audit results.

5. **Keep Copies.** If OSHA requests a copy of a record, make additional copies to keep with the company OSHA inspection file.

6. **Duplicate Pictures.** Duplicate all pictures that OSHA takes and if OSHA takes a picture of an isolated violation, take other pictures of areas which show no violation (i.e., area of water on floor while other aisles in area are completely dry).

7. **Quick Fix.** Have facility maintenance personnel readily available to repair any small violations immediately (fix a broken handrail, readjust grinding wheel work rest, etc.). This demonstrates good faith and may help an employer avoid a citation.

8. **Industrial Hygiene Inspection.**
   - Determine exactly what tests OSHA plans to conduct. Find out OSHA’s intended test procedures (number of individuals to be tested, duration of test, type of equipment being used, chemicals being sampled).
   - Consider simultaneous testing by facility safety personnel or an outside consultant.
   - OSHA industrial hygiene inspectors are usually willing to defer an inspection for a short period of time if the employer wants to have a representative conduct simultaneous testing.
   - Be aware of any unusual production problems or weather conditions that may affect the outcome of industrial hygiene tests.

**C. Closing Conference.**

OSHA inspectors are required to conduct a closing conference which may take place immediately after a very simple inspection or may follow a major inspection by several weeks. Industrial hygiene inspection closing conferences are generally delayed because of the need to obtain test results. Keep in mind the following:

1. Promote the company’s safety programs and commitment to safety and health. This is a factor in establishing penalty amounts.
2. Be a good listener and take notes on all of the specific violations listed by the compliance officer.
3. The company may be asked to establish timelines for corrective action for alleged violations. Be cautious in setting dates and allow ample time for corrective action.
4. Point out any obvious mistakes of fact or disputed issues with respect to citations, but do not enter into a discussion or arguments with the inspector at the closing conference.

5. For industrial hygiene inspections, ask for a copy of specific test results and findings. These will usually be made available.

6. Keep in mind that OSHA compliance officers are not bound by comments made at closing conferences. Sometimes citations will be issued for items which were not mentioned, and sometimes items under discussion will not be cited.

V. ANALYZING THE CITATIONS

The OSH Act requires the issuance of citations whenever the agency believes that, on inspection, an employer has violated an applicable safety standard, health standard, a recordkeeping requirement or the “general duty” clause (Section 5(a)(1) of the OSH Act). The general duty clause is a catch-all standard and requires that employers provide “employment and a place of employment that is free from recognized hazards that are causing or are likely to cause death or serious physical harm.”

A. Classification of Penalties. Citations must be in writing and describe the nature of the violation “with particularity,” and provide a reasonable time for abatement. OSHA has six months from the date of the alleged violation to issue a citation. The employer has an obligation to post each citation at or near the location of the alleged violation. Citations will generally be classified as follows:

- **Other Than Serious or Other**--lowest OSHA classification, defined as not likely to cause serious injury. Usually no penalty amount is assigned.
- **Serious**--most common form of citation and classified as any condition that may cause serious physical harm, but this is broadly defined by OSHA.
- **Repeat Citations**--any violation of the same standard within three years with substantially similar facts. Even a second “other than serious” citation can be the basis for a repeat.
- **Willful Citations**--not necessarily an intentional flaunting of the regulations. Defined as an understanding of the OSHA requirements and knowing noncompliance.

B. Penalty Amounts. The potential penalties OSHA can impose generally relate to the gravity of the potential for harm to workers if the employer fails to comply with the particular standard cited. After a workplace health and safety inspection is completed, the OSHA Area Director uses the compliance officer’s notes as a basis for calculating the penalty amounts to be assessed for any alleged violations found during the inspection.
• Other Than Serious—maximum $7,000; most OTS penalties are either zero or a few hundred dollars.
• Serious—maximum $7,000; under OSHA penalty calculation guidelines virtually every serious penalty will exceed $1,000.
• Willful or Repeated—maximum $70,000.
• Failure to Abate—maximum $7,000 per day.
• Egregious Violations—the penalty times number of exposed employees.

The maximum penalty amounts set by the OSH Act are reduced during the calculation process by applying several “penalty factors,” including the gravity of the violation (severity of injury or illness that could result and the probability that an injury or illness could occur), the size of the business, the company’s history of violations and the good faith the employer exercised during the investigation process.

C. Abatement. Abatement dates will either be immediate (i.e., immediately upon receipt of the citation) or will specify a future date. If a violative condition is discovered during the course of the compliance officer’s inspection, employers should make an effort to correct those items during the course of the inspection.

VI. INFORMAL CONFERENCES

A. Request for Informal Conference. Employers may request an informal conference to take place with the Area Director within 15 working days of the receipt of citation. These are very informal across-the-table meetings. Attorneys sometimes participate, but it is not always necessary depending upon a number of factors, including the number of cited items, the penalty amounts and whether an injury to an employee or third party occurred. If the company employees are represented, the Union will be invited by OSHA to participate. The following are potential advantages of an informal conference:
• Possible penalty reduction
• Possible extension of abatement dates
• Possible deletion of citations
• Possible reclassification of citations
• Clarification of abatement procedures or alleged violations
• Public relations opportunity with Area Director
• Discovery of more facts to ascertain whether to contest the citation

B. Preparation for an Informal Conference. OSHA expects the employer to make the presentation. Time is limited, so focus only on items where there is a significant controversy. Point out facts in dispute or interpretive questions. Be prepared to conclude by stating exactly what form of relief the company wants.

C. Outcome of Informal Conference. The Area Director may propose an amendment to the citations and will ask for the employer to sign a preprinted settlement agreement. Most
settlement agreements will include all items in the citation. Employers can negotiate with OSHA and make counterproposals. Informal conference settlement agreements must be posted in the workplace following settlement.

D. Exculpatory Paragraph. This is a non-admission clause that can be included in most OSHA settlements. It is particularly important if an employee injury or a third party injury triggered the inspection.

VII. NOTICE OF CONTEST

A. Time Limit. Notice of Contest must be filed within 15 working days (i.e., weekdays excluding federal holidays) from date of receipt. There are no exceptions to this requirement.

B. Form of Notice. There is no specified form and a simple letter is generally used. See Appendix for example of Notice of Contest. Refer to the date and OSHA identification number of the citation and list the specific items, penalties, and abatement dates being contested.

C. Considerations in Filing Notice. When in doubt, file a Notice of Contest. The Notice of Contest can be withdrawn at any time. It is particularly important to file when an employee or a third party has been injured.
D. Posting and Employee Participation. Employees have the right to participate in a contested OSHA case. The employer must post the Notice of Contest on a company bulletin board and must subsequently post a notice to employees advising them of their right to participate.

VIII. SUBSEQUENT PROCEDURE

Once the case is contested, it is assigned to an Administrative Law Judge from the Occupational Safety and Health Review Commission (OSHRC). An attorney from the Solicitor’s office of the U.S. Department of Labor will act as “prosecutor.” Companies will require legal representation to participate in this administrative law proceeding. A “Complaint” will be filed by the Solicitor and an “Answer” will be filed by the company’s counsel. Eventually the case will be set for hearing before the Administrative Law Judge. Many OSHA cases are settled prior to a formal hearing, but any settlement agreement must be approved by the Administrative Law Judge. Judicial review of OSHRC decisions may be sought by an adversely affected employer, employee, employee representative or by the Secretary of Labor. Appeals are generally filed in the United States Court of Appeals for the circuit in which the alleged violation occurred, or in which the employer has its principal place of business.

IX. IMMEDIATELY REPORTABLE EVENTS

OSHA Immediately Reportable Event Hotline (800) 321-6742

Within 8 hours of:

- The death of one employee from a work-related incident, or
- The inpatient hospitalization of three or more employees from a work-related incident.
Reporting is not required for a fatality that occurs on a public highway (not in a construction zone), or for incidents involving a commercial plane, train, subway or bus. The injuries may remain recordable on an OSHA log, however. See Appendix for the information OSHA will require for fatality or multiple injury reporting.

X. COMMONLY CITED STANDARDS

OSHA frequently cites employers for violations of the following standards:

- Hazard Communication 29 C.F.R. § 1910.1200 (written program, training, safety data sheets, labeling)
- Lockout/Tagout 29 C.F.R. § 1910.147 (written program, training, machine-specific procedures)
- Powered Industrial Trucks 29 C.F.R. § 1910.178 (training, safe operation, licensure of operators, nameplates/marking, inspections)
- Machine Guarding 29 C.F.R. § 1910.212 (nip and pinch points, belts, conveyors, blades, points of operation, anchoring)
- Portable Fire Extinguishers 29 C.F.R. § 1910.157 (inspections, charging, mounting, signage)
- Fire Prevention Plans 29 C.F.R. § 1910.39 (written plan, specific hazards identified, control measures, housekeeping, training)
- Emergency Action Plans 29 C.F.R. § 1910.38 (written plan, emergency procedures, alarm system, training)
- Recordkeeping 29 C.F.R. § 1904 (reporting, log, annual summary)
- Electrical 29 C.F.R. § 1910 Subpart S
- Combustible Dust (General Duty Clause § 5(a)(1))
- Mechanical Power Presses 29 C.F.R. § 1910.217
- Personal Protective Equipment 29 C.F.R. § 1910 Subpart I (job safety analyses, training, use, availability)
- Overhead Cranes 29 C.F.R. § 1910.179 (inspections, recordkeeping)
- Confined Spaces 29 C.F.R. § 1910.146 (permits, training, testing, monitoring)

This list is not intended to be exhaustive. An employer should pay particular attention to standards applicable to its industry, especially those for which it was cited by OSHA in the three years.

XI. SPECIAL PROGRAMS

OSHA offers several cooperative programs under which businesses, labor groups, and other organizations can work cooperatively with the agency to improve safety in the workplace.

A. Alliance Program. OSHA works with groups committed to safety and health, including businesses, trade or professional organizations, unions, and educational institutions, to leverage resources and expertise to develop compliance assistance
tools and resources and share information with employers and employees to help prevent injuries, illnesses and fatalities in the workplace. OSHA and the organization sign a formal agreement with goals that address training and education, outreach and communication, and promoting the national dialogue on workplace safety and health. Alliance Program participants do not receive exemptions from OSHA-programmed inspections.

B. Voluntary Protection Programs. VPPs are OSHA's premier recognition programs for employers and employees which have implemented exemplary workplace safety and health management systems. In VPP, management, labor, and OSHA work cooperatively and proactively to prevent injuries, illnesses, and workplace hazards. To attain VPP status, employers must demonstrate management commitment to the safety and health of their employees and employees must be actively involved in activities that support the safety and health management system.

C. OSHA Strategic Partnership Programs. OSPP provides the opportunity for OSHA to partner with employers, employees, professional or trade associations, labor organizations, state On-site Consultation projects, and/or other interested stakeholders. OSHA Strategic Partnerships are designed to encourage, assist, and recognize efforts to eliminate serious hazards and achieve model workplace safety and health practices. Each OSHA Strategic Partnership forms a unique, formal agreement that establishes specific goals, strategies, and performance measures. The OSPP is available to all private sector industries and government agencies in locales where OSHA has jurisdiction.

D. OSHA Challenge. OSHA Challenge uses the Voluntary Protection Programs (VPP) model as a foundation to provide a roadmap to eligible employers interested in implementing effective safety and health management systems. Volunteer Administrators help guide participants through a three-stage process. Graduates of OSHA Challenge receive recognition from OSHA and an invitation to apply for VPP with possible expedited approval. OSHA Challenge is available to general industry and construction employers in private and public sectors under OSHA's federal jurisdiction.

E. Safety & Health Achievement Recognition Program. Employers that have an On-site Consultation visit with a complete hazard identification survey and meet other requirements may be recognized under SHARP for their exemplary safety and health management systems. Worksites that receive SHARP recognition are exempt from programmed inspections during the period that the SHARP certification is valid.
XI. APPENDIX

January 2, 20__

Area Director  
United States Dept. of Labor  
Occupational Safety and Health Administration  
Federal Office Building  
Anytown, OH 43234

R: Protection of Confidential/Trade Secret Business Information  
Employer’s Name

Dear Area Director:

On or about (insert date), OSHA personnel initiated an inspection and investigation of the (Employer’s name) facility located in (city and state). According to 29 C.F.R. § 1903.9, an Employer may identify areas in a facility which contain or which may reveal a trade secret. Information obtained in such areas by any medium, including all negatives, discs, tapes, cards, videos, electronic recording, and prints of photographs or any other photographic depiction or file, shall be labeled “BUSINESS CONFIDENTIAL—TRADE SECRET” and shall not be disclosed except in accordance with the provisions of section 15 of the Occupational Safety and Health Act (the “Act”). In pertinent part, section 15 of the Act states:

All information reported to or otherwise obtained by the Secretary or his representatives in connection with any inspection or proceeding under this Act which contains or which might reveal a trade secret, shall be considered confidential except that such information may be disclosed to other officials or employees concerned with carrying out this Act. In any such proceeding, the Secretary, the Commission, or the court shall issue such orders as may be appropriate to protect the confidentiality of trade secrets. 29 U.S.C. § 651 et seq.

Therefore, pursuant to section 15 of the Occupational Safety and Health Act and the provisions of 29 C.F.R. §1903.9, Employer hereby asserts its right to identify all areas of the facility located in (city and state) to contain trade secrets. Employer requests that any and all information obtained during the course of OSHA’s investigation, including all photographs, negatives, discs, tapes, cards, videos, electronic recordings, and prints of any photographs or any other photographic depiction or file, or any other photographic reproductions of the facility be labeled “BUSINESS CONFIDENTIAL—TRADE SECRET,” and not disclosed except in accordance with the provisions of the Act.

In addition, certain information produced in the course of OSHA’s investigation may contain proprietary trade secret information. Employer also requests that any such documents, diagrams, drawings or other materials relating to trade secret processes be labeled “BUSINESS CONFIDENTIAL—TRADE SECRET.” Employer further requests that any such materials not be disclosed except in accordance with the provisions of section 15 of the Act and that any and all materials produced by Employer during the course of OSHA’s investigation which are marked “BUSINESS CONFIDENTIAL—TRADE SECRET,” or words to that effect, be returned to Employer at the conclusion of this investigation.

Sincerely,

Counsel for Employer

cc: Employer contact
SAMPLE NOTICE OF CONTEST

January X, 20_

VIA FACSIMILE (XXX) XXXXXXX

OSHA Area Director
U.S. Dept. of Labor
Federal Office Building
Anytown, OH 01234

Re: Notice of Contest
Employer’s Name
INSPCTION NO. XXXXXXX

Dear Area Director:

(attorney name) represents Employer with respect to the above-referenced OSHA citation. This correspondence constitutes Employer’s ‘Notice of Contest’ of the above-referenced citation. With respect to inspection No. XXXXXXX, Employer contests all citations, all items. Employer also contests all abatement dates and proposed penalties.

Please send copies of all future notices and communications to the undersigned at the above address.

Very truly yours,

Counsel for Employer

cc: Employer contact

OSHA REPORT

Call OSHA within 8 hours if one workplace fatality, if three employees were hospitalized, or if there is an imminent life threatening situation. (800) 321-OSHA (6742).

Reporting Party: ___________________________ Date: ___________________________

Phone Number: ___________________________

Company: ___________________________

Position: ___________________________

Company Address: ___________________________

City: ___________________________

State/ZIP: ___________________________

Location of Incident: ___________________________

Date: ___________________________

Time: ___________________________

Person in charge at time of incident: ___________________________

Employee(s) Hospitalized: ___________________________

Employee(s) Killed: ___________________________

Machine(s) and/or Vehicle(s) involved: ___________________________

Chemical(s) and/or Substance(s) involved: ___________________________

Description of Incident: ___________________________

OSHA Agency: ___________________________

Name of person contacted: ___________________________

Time of call to OSHA: ___________________________

OSHA Incident No.: ___________________________
About Baker Hostetler

Baker Hostetler lawyers help clients establish, maintain and protect market-leading positions across the United States and around the world.

We offer the strength of 600+ lawyers in a full range of practices, a unique geographic platform of offices in all four time zones, a knowledge of industry issues and a 90-year track record of excellence and achievement.