

Attachment J

SAMPLE 161 REMINDER LETTER AFTER FINAL ORDER

Date

Dear Employer:

This office has received a copy of a Final Order of the California Occupational Safety and Health Appeals Board which affirmed the Serious violation(s) issued by the Division of Occupational Safety and Health following an inspection at a place of employment maintained by you. The Division issued a Citation and Notification of Penalty alleging a Serious violation(s) of Title 8 of the California Code of Regulations and requested that you complete the Cal/OSHA 161 (Employer's Signed Statement of Abatement of Serious Violation(s)) verifying that the Serious violation(s) were abated within the abatement period.

To date, we have not received the Cal/OSHA 161 describing the actions that you have taken to abate the violative condition(s). Please return the Cal/OSHA 161 by [Date].

I am enclosing with this letter another Cal/OSHA 161 for you to complete and return to this Office. As stated on the Cal/OSHA 161, the Division is required to revoke any abatement credit when the Cal/OSHA 161 is not returned to this Office within ten (10) working days following the abatement date. Revocation of the abatement credit will cause the civil penalty to double. The Division is also required to conduct a follow-up inspection of your place of employment if you do not return the Cal/OSHA 161. If the Division discovers during the follow-up inspection that you have not abated the Serious violation(s), the California Labor Code permits the Division to assess an additional penalty of up to \$15,000 for each day beyond the abatement date that the violation remains unabated.

Your immediate attention to this matter is appreciated.

Sincerely,

District Manager

enclosure: Cal/OSHA 161

C-2, Attachment J, 09/01/00