

SAMPLE NOTIFICATION TO COMPLAINANT ABOUT ALLEGED ETS EXPOSURE

Certified Mail with Return Receipt

Date

Complainant
Home Address
City, CA ZIP

Dear Complainant:

In response to your complaint (Complaint No.) alleging exposure to Environmental Tobacco Smoke (ETS), the Division of Occupational Safety and Health has sent the enclosed letter to the employer.

Your identity has not been revealed to the employer. After careful review, the Division has decided not to conduct an inspection at this time. However, when the Division receives a response from the employer, a copy of the response will be sent to you.

The Division has recently begun development of a standard which would regulate exposure to ETS and other indoor air pollutants. During the course of developing this Indoor Air Quality standard, the Division will determine how best to protect employees from ETS exposure.

California law protects any employee who makes a complaint about a workplace safety or health hazard from being treated differently, discharged or discriminated against in any manner by their employer. If you believe that you have been discriminated against because you made a complaint to the Division of Occupational Safety and Health, you may file a discrimination complaint with the nearest office of the Division of Labor Standards Enforcement (Labor Commissioner). However, you must file your complaint within 6 months of the discriminatory action.

Thank you for your concern about workplace safety and health.

Sincerely,

District Manager

enclosure: Notification to Employer

C-48, Attachment B (1/1/00)