

Sample Family Contact Letter

(Use District Office Letterhead)

Date

Name of Deceased Employee's Family Member

Address

City, State, and ZIP Code

Dear \_\_\_\_\_:

Please accept my deepest sympathy regarding the tragic accident that resulted in the death of (victim's name). The Division of Occupational Safety and Health (Cal/OSHA) is conducting an investigation into the cause of the accident and can keep you in-

formed of the progress of the investigation and its findings if you would like.

Investigations of workplace accidents are initiated by Cal/OSHA to determine the cause of the accident and to determine whether a violation of safety and health standards contributed to the accident. As a result of the investigation, Cal/OSHA may issue citations and seek civil or criminal penalties against the employer if any safety or health standards have been violated.

Please contact me if you, or another family member, should want to receive information concerning the progress of the Cal/OSHA investigation, including copies of citations, appeal letters, results of any informal settlements, and any other actions taken toward the resolution of this matter.

If you have any questions regarding the investigation or any of the above procedures, please feel free to contact me.

Again, please accept my condolences and let me know if I can be of any assistance to you or your family.

Sincerely,

Name

District Manager

DM/OSS

C-170 & 170A, Attachment A (08/01/94)