

SAMPLE LETTER NOTIFYING EMPLOYER OF INFORMAL CONFERENCE

Date

Name

Address

City, CA ZIP

Dear

Pursuant to your request of \_\_\_\_\_, the Division of Occupational Safety and Health will hold an informal conference. The informal conference is scheduled as follows:

Date:

Time:

Place:

It is the responsibility of the employer to notify affected employees, or their representatives, of the date, time and location of the informal conference and to encourage them to attend. Participation by the employer, an employee or an employee's representative in an informal conference does not expand or diminish the rights of the employer, the employee or the employee's representative in a proceeding before the Occupational Safety and Health Appeals Board.

If an employer wishes to appeal a Citation and Notification of Penalty, the employer must file an appeal with the Occupational Safety and Health Appeals Board in Sacramento within fifteen (15) days from the date the employer receives the Citation. The occurrence of the informal conference does not affect the employer's right to file an appeal with the Occupational Safety and Health Appeals Board.

Please bring with you to the informal conference any documents which you believe are relevant.

Sincerely,

District Manager or Designee

cc: File

C-20, Attachment B (07/01/96)