

DEPARTMENT OF INDUSTRIAL RELATIONS  
Division of Occupational Safety and Health  
(District office)



**P & P C-7 and C-7A Letter "m"**  
**NONFORMAL, SERIOUS COMPLAINT NOTIFICATION TO EMPLOYER**  
**Facsimile, E-Mail or Regular Mail**

Date

Name

Address

City, State Zip Code

Dear Employer:

The Division of Occupational Safety and Health has received a complaint (Complaint No. \_\_\_\_\_) alleging the following hazard(s) at (establishment name and address), which may be a violation of the Safety Orders found in Title 8 of the California Code of Regulations:

Code Section(s) and Alleged Condition(s):

1.

To review Title 8, California Code of Regulations, go to [www.dir.ca.gov](http://www.dir.ca.gov), click on "Title 8 Regulations" then click on "Cal/OSHA" and enter the code section number mentioned above. Or you can go directly to [www.dir.ca.gov/samples/search/query.htm](http://www.dir.ca.gov/samples/search/query.htm).

The Division has not determined whether the hazard(s), as alleged, exist(s) at your workplace and, at this time, the Division does not intend to conduct an inspection of your workplace.

However, since the allegations of violations are serious, you are required to investigate the alleged hazard(s) and notify this office in writing (by facsimile, e-mail or written letter) no later than fourteen (14) calendar days after receipt of this letter whether the alleged hazard(s) exist(s). If so, specify the corrective action(s) you have taken and the estimated date when the correction(s) will be completed. If possible, please fax or e-mail your response to \_\_\_\_\_, district manager, at fax number \_\_\_\_\_ or e-mail at \_\_\_\_\_}.

Please include any written documentation, e.g., equipment purchase orders or contracts for corrective work, and photographs, if appropriate, in your response. If you do not respond, an inspection of your workplace may be conducted which may result in citations and monetary penalties.

You are required to post a copy of this letter in a prominent location in their workplace where it is readily accessible for employee review for at least three (3) working days or until the hazard is corrected, whichever is longer.

This letter is not a citation or a notification of a proposed penalty. Citations and penalties can only be issued after an inspection of your workplace. If the Division does not receive a satisfactory response from you within fourteen (14) calendar days after receipt of this letter, an on-site inspection will be conducted as appropriate.

Also, every fifth satisfactory letter response from employers is subject to verification by an onsite inspection.

If the identity of the complainant is known to the Division, a copy of this letter will be sent to the complainant. Also, the complainant will be notified that California law protects any person who makes a complaint about workplace safety or health hazards from being treated differently, discharged or discriminated against in any manner by their employer. If a complainant believes they have been discriminated against, it is their right to file a complaint with the Division of Labor Standards Enforcement within six (6) months of the discriminatory action.

If you have any questions concerning this matter, please contact me at the address on the letterhead.

Your interest in the safety and health of your employees is appreciated.

Sincerely,

District Manager

/xx (Typist's Initials)

enclosure: **Applicable Title 8 Safety Orders or Reference to Title 8 Regulations on the Web**

reference: Complaint No. \_\_\_\_\_ - Ltr M