

DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF OCCUPATIONAL SAFETY AND HEALTH
Cal/OSHA -XXXX District Office
Address
Phone #



Date:

Name
Address
City State Zip

Dear Employer:

An inspection was opened by CSHO Name at a place of employment located at Site Address on Date of Inspection. As a result of this inspection the Division intends to cite as Serious the following alleged violation(s) of Title 8 of the California Code of Regulations T8CCR _____.

Insert AVD (charging language) here

You as the employer are encouraged to submit any information you would like to have considered prior to the issuance of citations alleging a Serious violation. This information could include any or all of the following:

1. Training for employees and supervisors relevant to preventing employee exposure to the hazard or to similar hazards.
2. Procedures for discovering, controlling access to and correcting the hazard or similar hazards.
3. Supervision of employees exposed or potentially exposed to the hazard.
4. Procedures for communicating to employees about your health and safety rules and programs.
5. Any additional information that you wish to provide such as:
 - a. An explanation of the circumstances surrounding the alleged violative events.
 - b. Why you believe a serious violation does not exist.
 - c. Why you believe your actions related to the alleged violative events were reasonable and responsible.

Please use "Employers Signed Response to Notice of Intent to Issue Serious Violation" attached to this letter to respond and attach any documentation used to support your claims. Use one form per proposed Serious violation.

Please return this form as soon as possible with any supporting documentation. Information received by [insert date 15 days after the date of mailing] will be considered prior to the issuance of this citation. If no information is received, the proposed citation may be issued.

If this box is checked, the Division is considering issuing this citation as a willful, serious violation.

If you have any questions concerning this matter, please contact me at the phone number or address in the letterhead.

Sincerely,

District Manager or Designee

This form will be considered properly served if personally delivered, mailed first class mail with proof of service, or faxed.

