

How to file an OSHA complaint. It's easy!

OSHA wants to help you keep your workplace safe.

Before you make a complaint to OSHA, you should always report an injury or safety problem to your supervisor, file an injury report in ink, and keep a copy.

Then, if the safety hazard is not fixed, report it to OSHA right away. It is important that you file a complaint as soon as possible so the conditions will be similar in case of an inspection.



Complaint Form

Employer's information: You'll start with your employer's information, and don't worry if you don't know every detail. As long as you clearly identify the employer and the name of the town, OSHA will know who to contact.

Safety hazard: You can see there is a large space to describe the safety hazard at your workplace. This, along with clearly identifying the employer, is the most important part of the complaint. In this space you should:

1. Identify the safety hazard that hasn't been fixed or that caused your injury
2. Identify the number of employees exposed to this hazard
3. Describe where in the plant this hazard exists
4. If possible, you should also include information that lets OSHA know:

- Whether there were other witnesses to the hazard
- If you reported the hazard/injury to your supervisor
- How your supervisor reacted
- Whether your employer fixed the hazard
- Whether you or others experienced any negative reaction to your injury or reporting of the hazard

A screenshot of the OSHA 'Notice of Alleged Safety or Health Hazards' form. The form includes fields for Establishment Name, Complaint Number, and Address. It has a large section for describing the hazard and a section for reporting the hazard to the supervisor. At the bottom, there are checkboxes for 'Do NOT want my name on this Complaint' and 'Do NOT want my name on this Complaint'. The form is dated 10/15/14 and has a page number 2.

Keeping your name confidential: Below the space for describing your complaint, **you have the option of asking OSHA to keep your name confidential, and OSHA will not tell your employer who filed the complaint.**

You should still provide your name and phone number to OSHA so that they can contact you later to find out if the problem was fixed, but you can ask OSHA to keep your name confidential.

Signature and contact information: At the bottom of the page you will need to provide your contact information, along with your signature. Your signature is very important to this process. OSHA cannot conduct inspections of a plant without the signature of an employee or their representative. If you leave this space blank, you will alert OSHA to the situation but they will have no way of inspecting the plant if there are serious, unaddressed hazards at your workplace.

There are a few more things you can attach that can strengthen your complaint:

- Medical records
- Injury reports
- A list of witnesses to the accident or who know of the hazard
- Anything else you think is relevant to your complaint that can help OSHA know what is going on at your workplace

Please note: OSHA will always take your complaint. You do not have to have these extra attachments, but more information can help them to address the issue.

What about Immigration Status? OSHA does not inquire about immigration status and does not give any names to immigration officials. Everyone has the right to a safe workplace.

Remember: file complaints as soon as possible. You have only 30 days to file a discrimination complaint with OSHA in the event your employer takes action against you for exercising your health and safety rights. (For more information, see Nebraska Appleseed's brochure: *What do I do if I am injured at work?*)

Find the complaint form at: www.osha.gov/oshforms/osh7.pdf or www.osha.gov/oshforms/OSHA7_SPANISH.pdf. Fill it out and fax it to: (402) 551-1288 (Attn. Duty Officer).

Easy - right?

If you have questions, just call:

Nebraska Appleseed (402-438-8853) or
OSHA (Omaha office 402-553-0171 or 800-642-8963)

This material was produced under grant number SH24892SH3 from the Occupational Safety and Health Administration, U.S. Department of Labor. It does not necessarily reflect the views or policies of the U.S. Department of Labor, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government.

