

**American Federal of Government Employees  
Local**

**MEMORANDUM**

**Date:**

**To:**

**From:**

**Subject:** Health and Safety Hazard Abatement

This is notice that I have received a report of an unsafe and unhealthy working condition. The reported hazard(s) are:

The source of this report is: .

In accordance with Article 9 Section 3.A.4., I am requesting that you investigate this report and notify me of your actions to correct the item(s) listed above by Close of Business .

Per Article 9 Section 4.C., if you are unable to correct this hazard within 30 days, you should complete an abatement plan (form SSA-127) which includes:

- The reason for the delay,
- Proposed timetable for abatement and
- A summary of steps being taken in the interim to protect employees.

I am also requesting copies of all written notices (including the SSA-127) pertaining to this issue on a flow basis (See Article 9 Section 3.A.7.).