

**American Federal of Government Employees
Local**

MEMORANDUM

Date:

To:

From:

Subject: Potentially Serious Condition, Request for Inspection

I have received notice of a health and safety hazard that poses a serious danger to employees and the public, as well as the safety of the building. Specifically, _____ at our facility poses a serious danger in that _____ could result if the hazard is not corrected.

Under OSHA regulations, hazards which are considered a serious danger require an inspection within three (3) working days. Please arrange for an inspection immediately and notify me of the actions you plan to take to correct this hazard. Should you assert that this is not an serious danger, please give me notice within 24 hours so that I may refer this matter to the appropriate authorities for further review.

I am also requesting copies of all written notices produced as a result of this report on a flow basis (See Article 9, Section 3.A.7.).