



**Facility Manager, ABC Manufacturing, Inc.**  
123 Main Street, La Porte, TX 77571

October 2, 2019

Dear Mr. Smith,

This certified letter formally notifies you that an employee reported a significant safety hazard at your organization. Based on the attached photo, it is clearly evident that employees are required to work at heights greater than six feet with no protection. Even though the employee was not injured, the risk of injury is significant and still present. Falls are among the most common causes of serious injuries and deaths.

In 29 CFR 1926.501(b)(1), OSHA states that each employee on a working surface with unprotected sides, which is 6 feet or more above the ground, be protective from falling by the use of guardrail systems, safety net systems or personal fall arrest systems.

According to the Bureau of Labor and Statistics, most of the fatal falls occurred in private construction. Fatal falls in private construction increased from 255 in 2011 to 370 in 2016, a 45% increase. Over the 6-year period, more than half of the fatal falls occurred in private construction.

There are several regulations and recommended practices to prevent this type of hazard. We strongly recommend you consult your safety manager and have this hazard abated before a significant injury does occur. In addition, we recommend you contact your corporate office to ensure other properties correct or abate similar hazards.

Warm regards,

A handwritten signature in black ink, appearing to be 'M. Smith', written over a white background.

**URSafety™**  
**President and CEO**