

To: Supervisor \_\_\_\_\_

Date: \_\_\_\_\_

Subject: Letter of Concern

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I appreciate your concern for my safety in your letter to me, dated \_\_\_\_\_.

However, it appears to me in reviewing your letter, that you are attempting to dissuade me from reporting injuries.

Now, I know that you cannot legally instruct me not to report any injuries, so, I hope that was not your intent.

I always make it a practice to work carefully and observe posted or published regulations and I make it a habit to use safety equipment that is provided to me, by the Company.

What I am having a difficult time understanding is, why doesn't the Company enforce its safety rules and regulations prior to an accident occurring, instead of after one occurs.

There are some supervisors who have witnessed employees on a daily basis violating safety regulations. The supervisor in those situations, more often than not, simply ignores the infraction(s), unless an accident occurs or someone gets injured.

In conclusion, I believe that safety is everyone's responsibility and we all must work safe and avoid any and all injuries as much as possible.

I feel that I was not doing anything wrong when I was injured and I was acting in accordance with Company Rules and Regulations, when I reported my injuries, which were referenced in my Letter of Concern.

I respectfully request that a copy of this letter be included in my personnel file along with any CR-1 entry, which may have been made with specific reference to the Letter of Concern, which I received.

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Employee Signature

— Personally handed to supervisor

cc: TWU Local 567