

- A current description of your job
- A list of names and telephone numbers of the potential witnesses who can confirm your allegations. Please include a brief summary of what you believe each witness may know.
- The names, titles, and contact information for the management officials who made the personnel decision that you are complaining about
- The names, titles, and contact information for the individuals who processed the paperwork regarding the personnel decision at issue (secretarial, clerical, or human resources personnel)
- Copies of your last five (5) pay stubs
- Copies of documents from any other proceedings (for example, EEOC complaints or lawsuits) between you and the company
- Copies of all documents from unemployment or worker's compensation proceedings related to the incident(s) discussed in your complaint

^ Procedures

OSHA conducts an interview of each complainant to determine the need for an investigation. If OSHA conducts an investigation, it will also obtain information from the employer and witnesses as needed. If evidence supports the employee's claim of retaliation, OSHA will take action that may include requiring the employer to restore the employee's job, earnings, and benefits, as well as granting other appropriate relief. Additional information about the investigation can be found [here](#).

The procedures for investigating workplace retaliation complaints are contained in the [OSHA Whistleblower Investigations Manual](#).