

**U.S. Department of Labor**

Bureau of Labor Statistics  
2 Massachusetts Ave., N.E.  
Washington, D.C. 20212



Dear Employer:

You have been selected to participate in the Survey of Occupational Injuries and Illnesses for **calendar year 2020**. In preparation for this survey, to be conducted in 2021, you are being asked to keep Occupational Safety and Health Administration records throughout 2020. This survey is conducted by the Bureau of Labor Statistics in cooperation with state agencies, is **mandatory** under Public Law 91-596, and is approved under OMB No. 1220-0045.

In order to obtain complete and accurate information about the safety record of America's workplaces, our survey must include a sample of all establishments, regardless of size and industry. Some establishments that are normally exempt from keeping Occupational Safety and Health Administration (OSHA) records are included in the survey and must keep records for the survey year.

**Please refer to the enclosed document** "Notice of Recordkeeping Requirements for the 2020 Survey of Occupational Injuries and Illnesses." This document outlines your recordkeeping responsibilities. OSHA forms have also been enclosed for your convenience.

The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act (44 U.S.C. 3572) and other applicable federal laws, your responses will not be disclosed in identifiable form without your informed consent. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data.

Thank you for helping us collect accurate information and for helping in the effort to make America's workplaces safer and healthier.

Sincerely,

A handwritten signature in black ink that reads "Kristen Monaco". The signature is written in a cursive, flowing style.

Kristen A. Monaco  
Associate Commissioner  
Office of Safety, Health and Working Conditions  
Bureau of Labor Statistics