

3. **Telephone** - Call your [local OSHA Regional or Area Office](#). OSHA staff can discuss your complaint with you and respond to any questions you may have.
4. **In person** – Visit your [local OSHA Regional or Area Office](#). OSHA staff can accept your verbal or written complaint and provide information as needed.

OSHA accepts complaints in any language. If you need assistance, such as a foreign language interpreter, please contact your [local OSHA Regional or Area Office](#).

### **Helpful Information to Have When You File a Complaint**

None of these items are required, but they are helpful to the investigator who will be investigating your complaint:

- Documentation regarding additional complaints, such as a safety or health complaint or other statutorily protected complaint with OSHA or another enforcement agency
- Copies of any relevant, lawfully obtained documents, such as emails, phone records, text messages, activity logs, meeting notes, work orders, letters, or memoranda, related to your complaint
- Copies of any hiring and/or termination letters
- A copy of the employer's handbook for employees and/or collective bargaining agreement
- Copies of any disciplinary action(s) that you received during your employment
- 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