WAC 296-900-12015  Complaints.  (1) Employees or employee repre-
sentatives may file a written complaint if they believe they have been
exposed to a hazard that is a violation of WISHA safety and health re-
quirements.

What to expect from WISHA:
(2) After receiving a written complaint from an employee or em-
ployee representative, WISHA reviews the allegations and responds ac-
cording to Table 2, WISHA Responses to Employee Complaints.

<table>
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<tr>
<th>For this determination:</th>
<th>WISHA will take the following actions:</th>
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</table>
| The complaint is within WISHA jurisdiction and an inspection does not appear to be needed at this time | • Call the employer to discuss the complaint  
• Set a deadline for the employer to respond in writing  
• Fax or mail a complaint notification letter to the employer. Before the complaint is faxed or mailed, the following names will be removed unless specific permission is given to include them:  
  – The name of the person submitting the complaint  
  – The names of any employees identified in the complaint  
• Evaluate the employer's response, and do one of the following:  
  – Close the complaint because the issues have been addressed, and send a copy of the employer's response to the person filing the complaint  
  – Inspect the workplace  
Note:  
• If the complaint is closed and additional information is received from the person filing the complaint disputing the employer's written response, WISHA may schedule an inspection |
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<th>For this determination:</th>
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<tr>
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<td>• If the person who filed the original complaint requests in writing that WISHA review a decision not to conduct an inspection, WISHA will review the decision and notify the person in writing of the results</td>
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<td>• If the person requesting the review is not satisfied with the results of the review, they may request a second review by the assistant director or designee</td>
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</tbody>
</table>
| The complaint is within WISHA jurisdiction and an inspection needs to be conducted | • Conduct an inspection  
• Issue a citation and notice that shows one of the following:  
  – Violations found  
  – No violations were found  
• Send a letter to the person filing the complaint with inspection results |
| The complaint is not within WISHA jurisdiction | • Send a written response to the person filing the complaint explaining the matter is not within WISHA jurisdiction |

**Reference:** For citation and notice information, turn to citation and notice, WAC 296-900-130

**Note:** WISHA may make a referral to the proper authority

[Statutory Authority: RCW 49.17.010, 49.17.040, 49.17.050, and 49.17.060. WSR 17-18-075, § 296-900-12015, filed 9/5/17, effective 10/6/17; WSR 06-06-020, § 296-900-12015, filed 2/21/06, effective 6/1/06.]