

ATTORNEY-CLIENT PRIVILEGE MODEL MEMO

REQUEST FOR LEGAL COUNSEL

TO: In-House Counsel

FROM: ABC Company Environmental Health & Safety Officer

DATE: Dec. 14, 2012

RE: *Request for Legal Advice*

Five years ago, ABC Company prepared an emergency action plan setting out procedures Company officials and employees should take in the event of fires, hurricanes and other emergencies. The purpose of the plan is to protect workers and ensure compliance with OSHA Standard 1910.38.

Company ABC hereby requests that you, as in-house counsel and in your capacity as an attorney, offer a legal opinion as to the plan's validity. A copy of the plan is attached to this Memo.

Please review the document and write a memorandum that includes a legal analysis of whether the plan meets OSHA requirements and, if not, what changes need to be made to bring it into compliance with Standard 1910.38.

Because the Standard requires employee training and an incident reporting system, I am also attaching a copy of the ABC Company training and incident reporting and response policies.

Please advise if you need to hire any consultants, conduct a workplace evaluation or interview ABC Company officials or employees to complete your review.

Please direct all communications relating to your analysis of the emergency action plan to me. Please also mark all such communications "Protected by Attorney-Client Privilege."

Signed:

ABC Company Environmental, Health and Safety Officer