

Health and Safety Regulations Reminder

Date: [Insert Date]

To: All Employees

Dear Team,

This letter serves as a reminder of our commitment to maintaining a safe and healthy work environment. Please be reminded of the following Health and Safety Regulations:

- Always wear appropriate personal protective equipment (PPE) when required.
- Report any unsafe conditions or hazards to your supervisor immediately.
- Participate in scheduled safety training sessions.
- Follow proper lifting techniques to prevent injuries.
- Ensure that all emergency exits are clear and accessible at all times.

Your safety is our top priority. Together, let's create a safe workplace for everyone.

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]