

Department Safety Procedures Update

Date: [Insert Date]

Dear Team,

As part of our ongoing commitment to ensuring a safe working environment, we are updating our safety procedures. Please find below the new guidelines that will be effective starting [Insert Effective Date].

New Safety Procedures

- **Emergency Exits:** Ensure all emergency exits are clearly marked and accessible at all times.
- **PPE Requirements:** Personal Protective Equipment must be worn in designated areas. Please consult the attached list for specifics.
- **Incident Reporting:** All incidents must be reported within 24 hours. Please use the updated reporting form attached.
- **Training Sessions:** Mandatory safety training sessions will be scheduled for [Insert Dates].

We appreciate your cooperation in adhering to these new procedures. Your safety and well-being are our top priority.

If you have any questions or need further clarification, please do not hesitate to reach out to the safety department.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]