

Personal Protective Equipment (PPE) Requirements

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

As part of our commitment to ensuring a safe and healthy work environment, we are implementing Personal Protective Equipment (PPE) requirements for all employees in [specific location/job function]. This letter outlines the PPE that is necessary for you to wear while performing your job duties.

PPE Requirements

- **Hard Hat:** Required when in areas with overhead hazards.
- **Safety Glasses:** Must be worn to protect against eye injuries.
- **Gloves:** Appropriate gloves should be used based on the task and materials handled.
- **High-Visibility Vest:** This is mandatory for all employees working in traffic-congested areas.
- **Steel-Toed Boots:** Required for protection against foot injuries.

Please ensure that you are equipped with the necessary PPE before starting your shift. Failure to comply with PPE requirements may result in disciplinary action. If you have any questions or need assistance in obtaining the required equipment, please reach out to your supervisor or the safety department.

Thank you for your attention and commitment to workplace safety.

Sincerely,

[Your Name]

[Your Position]

[Company Name]