

Safety Protocol Reminders

Date: [Insert Date]

To: All Manufacturing Staff

From: [Your Name/Position]

Dear Team,

This is a friendly reminder of the safety protocols that we must all adhere to while on the manufacturing floor. Following these guidelines helps to ensure a safe working environment for everyone.

Safety Reminders:

- Always wear appropriate personal protective equipment (PPE).
- Keep work areas clean and free of obstacles.
- Report any unsafe conditions or equipment malfunctions immediately.
- Follow all safety signs and instructions.
- Participate in safety training and drills.

Thank you for your commitment to safety and for helping to maintain a secure workplace.

Best regards,

[Your Name]

[Your Position]

[Company Name]