

Workplace Safety Observation Report

Date: [Insert Date]

To: [Manager/Supervisor's Name]

From: [Your Name]

Subject: Workplace Safety Observation

Dear [Manager/Supervisor's Name],

I am writing to bring to your attention a safety observation I made on [insert date of observation] in the [specific location or department]. The following details outline the concern and my suggestions for improvement:

Observation Details

- **Location:** [Specify location]
- **Issue Observed:** [Describe the safety issue]
- **Potential Risks:** [List potential risks associated with the issue]
- **Frequency of Observation:** [Indicate if this is a recurring issue]

Recommendations

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

Thank you for considering these observations seriously. Ensuring a safe workplace is of utmost importance, and I believe addressing these issues will greatly enhance our safety culture.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]