

Vendor Health and Safety Compliance Requirements

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

We appreciate your ongoing partnership with [Your Company Name]. As part of our commitment to ensuring a safe and healthy work environment, we have established health and safety compliance requirements that all vendors must adhere to. This is to ensure the well-being of everyone involved and maintain compliance with applicable regulations.

Compliance Requirements:

- Provide a valid health and safety policy document.
- Ensure all employees are trained in the use of personal protective equipment (PPE).
- Conduct regular risk assessments and audits.
- Report all safety incidents immediately to [Your Company's Safety Officer's Contact Information].
- Maintain proper documentation of safety practices and training records.

Please confirm your acknowledgment of these requirements by signing below and returning this letter by [Insert Deadline Date]. Failure to comply may result in the evaluation of our ongoing business relationship.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]

Vendor Acknowledgment Signature: _____

Date: _____