

# Subcontractor Entry and Safety Guidelines

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Entry and Safety Guidelines for [Project Name]

## Welcome to [Project Name]

We are pleased to have you join us as a subcontractor for [Project Name]. To ensure a safe working environment, please adhere to the following entry and safety guidelines:

### Entry Guidelines:

- All subcontractors must check-in at the site office upon arrival.
- Employees must present valid identification and credentials.
- Entry times are from [Start Time] to [End Time].
- Parking is designated in [Parking Area].

### Safety Guidelines:

- All personnel must wear appropriate personal protective equipment (PPE) at all times.
- Report any unsafe conditions or incidents immediately to the site supervisor.
- Follow all posted safety signs and instructions.
- Participate in safety briefings conducted every [Frequency of Briefings].

## Conclusion

We appreciate your cooperation in following these guidelines to maintain a safe and productive work environment. Should you have any questions, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]