

Subcontractor Safety Procedure Alert

Date: [Insert Date]

To: [Subcontractor Company Name]

From: [Your Company Name]

Subject: Important Safety Procedures

Dear [Subcontractor Contact Name],

We would like to remind you of the essential safety procedures that need to be followed on site. Ensuring the safety of all personnel is our top priority, and adherence to these guidelines is mandatory for all subcontractors.

Safety Procedures:

- All personnel must wear appropriate personal protective equipment (PPE) at all times.
- Conduct a safety briefing before starting any work shift.
- Report any safety hazards or incidents immediately to the site supervisor.
- Ensure that all machinery and tools are properly maintained and stored.
- Follow emergency procedures in case of an incident.

Failure to comply with these procedures may result in immediate corrective action. We appreciate your cooperation in maintaining a safe working environment.

If you have any questions or need further clarification, please do not hesitate to contact us.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]