

Health and Safety Orientation Session Invitation

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Dear [Subcontractor Name],

We are pleased to invite you to our Health and Safety Orientation Session scheduled for [Insert Date and Time]. This session is crucial for ensuring a safe working environment and will cover essential health and safety procedures relevant to our projects.

Details of the Orientation Session

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

Agenda

1. Introduction to Health and Safety Policies
2. Hazard Recognition
3. Emergency Procedures
4. Personal Protective Equipment (PPE) Training
5. Question and Answer Session

Your participation is vital to ensure compliance with our safety standards and to foster a culture of safety within our operations.

We look forward to your attendance. Please confirm your participation by [Insert RSVP Date].

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]