

# Preventive Action Plan

**Date:** [Insert Date]

**To:** [Subcontractor Team Name]

**From:** [Your Company Name]

## Subject: Preventive Action Plan for Working in Hazardous Environments

### Introduction

This letter serves as a formal outline of the preventive action plans required for working in hazardous environments. It is crucial that all subcontractor teams adhere to these guidelines to ensure safety and compliance.

### Scope

This plan applies to all subcontractor teams engaged in projects within hazardous environments, including but not limited to areas with chemical exposure, confined spaces, and extreme temperatures.

### Preventive Actions

1. Conduct a risk assessment prior to commencing any work.
2. Provide necessary personal protective equipment (PPE) to all team members.
3. Implement proper training on hazards and emergency procedures.
4. Establish clear communication protocols for reporting safety concerns.
5. Regularly inspect equipment and work areas for safety compliance.

### Responsibilities

Each subcontractor is responsible for ensuring that their team members are aware of and adhere to the preventive actions outlined in this document.

### Conclusion

We appreciate your cooperation in maintaining a safe working environment. For any questions or further clarifications, please do not hesitate to contact us.

**Sincerely,**

[Your Name]  
[Your Position]  
[Your Company Name]  
[Contact Information]