

# Subcontractor Safety Compliance Guidelines

Date: [Insert Date]

To: [Project Manager's Name]

From: [Your Company's Name]

Subject: Safety Compliance Guidelines for Subcontractors

Dear [Project Manager's Name],

In order to maintain a safe working environment on our project sites, we have established a set of safety compliance guidelines that all subcontractors are required to adhere to. Please find below the key requirements:

- All subcontractors must attend a mandatory safety orientation prior to commencing work on site.
- Subcontractors are required to provide proof of their workers' compensation and liability insurance.
- Personal Protective Equipment (PPE) must be provided and worn by all workers at all times during the project.
- Regular safety meetings must be held to discuss concerns and ensure all safety protocols are being followed.
- Subcontractors must report all incidents, accidents, and near misses immediately to the project manager.
- Compliance with all relevant local, state, and federal safety regulations is mandatory.

We appreciate your cooperation in enforcing these guidelines. Together, we can ensure a safe working environment for everyone involved in the project.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]