

Safety Compliance Expectations

Date: [Insert Date]

Dear [Employee's Name],

As part of our ongoing commitment to maintaining a safe and healthy workplace, we would like to remind you of the safety compliance expectations that are in place for all employees.

Safety Responsibility

Each employee is responsible for adhering to all safety policies and procedures. This includes, but is not limited to:

- Wearing required personal protective equipment (PPE) at all times.
- Properly reporting any safety hazards or incidents immediately.
- Participating in safety training and drills as scheduled.

Health and Safety Protocols

We expect all employees to comply with health and safety protocols related to:

- Emergency procedures and evacuation plans.
- Use of machinery and tools in a safe manner.
- Maintaining a clean and organized workspace.

Please acknowledge your understanding of these expectations by signing and returning the attached form by [Insert Due Date]. Your commitment to safety is crucial to ensuring a safe working environment for everyone.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]