

Safety Recommendations

Date: [Insert Date]

To: [Facilitator's Name]

From: [Your Name]

Subject: Safety Recommendations for Upcoming Workshop

Dear [Facilitator's Name],

As we prepare for the upcoming workshop, I would like to outline some important safety recommendations to ensure a safe and productive environment for all participants:

1. Ensure that all participants are aware of emergency exits.
2. Conduct a risk assessment of the workshop area prior to the event.
3. Provide personal protective equipment (PPE) as necessary.
4. Establish clear guidelines for the safe handling of any tools or materials.
5. Encourage participants to report any safety hazards immediately.
6. Plan for first aid availability and ensure facilitators are aware of protocols.
7. Maintain a clutter-free workspace to minimize trip hazards.

Thank you for your attention to these important safety measures. Please feel free to reach out if you have any questions or additional suggestions.

Best Regards,

[Your Name]

[Your Position]

[Your Contact Information]