

# Retail Safety Compliance Instruction

Date: [Insert Date]

To: [Insert Employee/Team Name]

From: [Insert Your Name/Title]

Dear Team,

As part of our commitment to maintaining a safe workplace and ensuring compliance with retail safety regulations, we ask that all employees adhere to the following instructions:

## Safety Guidelines

- Always wear appropriate personal protective equipment (PPE) as required.
- Ensure all aisles are clear and free from hazards at all times.
- Report any spills or safety hazards immediately to management.
- Properly lift heavy items by using proper techniques to avoid injury.
- Participate in all safety training programs and refreshers.

## Emergency Procedures

In the event of an emergency, please:

- Follow the established evacuation routes and meeting points.
- Assist customers and fellow employees to safety.
- Do not use elevators during an emergency evacuation.
- Stay calm and follow the instructions of the emergency response team.

Thank you for your attention to these important safety compliance instructions. Your cooperation is vital to ensuring a safe environment for everyone.

Best regards,

[Your Name]

[Your Title]

[Company Name]