

Retail Safety Guidelines for Employees

Dear Team,

As part of our commitment to ensuring a safe working environment, we would like to remind everyone of the important safety guidelines that must be followed while on duty.

General Safety Practices

- Always wear appropriate safety gear, including gloves and masks when required.
- Keep aisles clear of obstructions and spills to prevent accidents.
- Be aware of your surroundings and report any hazards immediately.

Emergency Procedures

- In case of fire, follow the evacuation plan and use designated exits.
- Know the location of first aid kits and how to contact emergency services.
- Attend regular safety drills and training sessions.

Handling Products

- Use proper lifting techniques to avoid injury when handling heavy items.
- Follow safe practices when using equipment and machinery.
- Dispose of hazardous materials according to company policies.

Your safety is our priority. We appreciate your cooperation in following these guidelines.

Best regards,

[Your Name]

[Your Position]

[Company Name]