

Safety Officer Duty Assignment Clarification

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Clarification of Safety Officer Duties

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify the specific duties and responsibilities assigned to the Safety Officer position within our organization.

Responsibilities:

- Conduct regular safety inspections and audits.
- Ensure compliance with safety regulations and protocols.
- Organize and lead safety training sessions for staff.
- Investigate incidents and accidents to identify root causes.
- Develop and update safety policies and procedures.
- Assist in emergency preparedness planning and drills.

If you have any questions or need further clarification regarding these duties, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]