

# Supplier Employee Safety Guidelines

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Employee Safety Guidelines for [Project/Contract Name]

Dear [Supplier Name],

We value our partnership and are committed to ensuring the safety of all employees involved in our projects. As part of this commitment, we have outlined the following safety guidelines that must be adhered to by all personnel associated with your company:

## Safety Guidelines

1. All employees must wear appropriate personal protective equipment (PPE) at all times while on site.
2. Regular safety training sessions must be conducted for all employees to ensure awareness of safety protocols.
3. Emergency contact numbers and procedures must be visibly posted at all workstations.
4. Unsafe work conditions must be reported immediately to a supervisor.
5. Employees should refrain from using personal electronic devices while performing their duties to prevent distractions.

It is crucial to adhere to these guidelines to ensure a safe and productive work environment. Failure to comply may result in corrective actions, including potential termination of agreements.

Thank you for your attention to this important matter. Please confirm your understanding and acceptance of these guidelines by [insert response date].

Best Regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]