

Supplier Hazard Reporting Instructions

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Dear [Supplier Name],

We are committed to ensuring a safe and compliant workplace. To facilitate this, we kindly ask you to follow the hazard reporting instructions outlined below:

1. Reporting Hazards

Please report any hazards related to the materials or products you supply us. Use the following format:

- **Description of the Hazard:** [Provide details]
- **Location:** [Specify location within the supply chain]
- **Potential Impact:** [Describe possible consequences]
- **Date of Identification:** [Insert date]

2. Submission Process

Submit your hazard report via email to [Insert Email Address] or through our online reporting system at [Insert URL]. Ensure that your report is submitted within [Insert Timeframe] of identifying the hazard.

3. Acknowledgment and Follow-Up

Once received, our safety team will acknowledge your report and may follow up with additional questions or actions. Thank you for your cooperation.

Best Regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]