

Supplier Safety Training Requirements

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

As part of our commitment to ensuring a safe working environment, we require all suppliers to adhere to the following safety training requirements:

1. Safety Orientation

All personnel involved in operations at our facility must complete a safety orientation program before commencing work.

2. Job-Specific Training

Suppliers must provide job-specific safety training for all employees, tailored to the risks associated with their roles.

3. Emergency Response Training

All employees must undergo emergency response training, including evacuation procedures and first aid.

4. Hazard Communication

Suppliers must ensure that all employees receive training on chemical hazards and proper handling procedures.

5. Training Documentation

Suppliers are required to maintain and provide documentation of all completed training for audit purposes.

Compliance with these requirements is mandatory for continued partnership with our company. Please confirm receipt of this letter and your commitment to meeting these requirements.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]