

# Health and Safety Compliance Reminder

Dear Team,

This is a friendly reminder about the importance of health and safety compliance in our upcoming team meeting.

Please ensure you are familiar with our current health and safety regulations and guidelines before the meeting.

Topics to be discussed include:

- Review of health and safety policies
- Incident reporting procedures
- Emergency response protocols

Let's work together to create a safe and compliant workplace for everyone.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]