

# Laboratory Safety Policy Update

Date: [Insert Date]

To: All Laboratory Personnel

Dear Team,

We are committed to maintaining a safe working environment for all our staff and researchers. As part of our ongoing efforts to enhance laboratory safety, we have updated our safety policies. Please review the key changes outlined below:

- **Personal Protective Equipment (PPE):** All personnel are now required to wear lab coats, gloves, and safety goggles at all times while in the laboratory.
- **Incident Reporting:** Any accidents or near-misses must be reported within 24 hours to your supervisor.
- **Training Requirements:** Weekly safety training sessions will be mandatory for all staff starting [insert date].

Please familiarize yourself with the updated safety policies, which can be found on our internal website. Your cooperation in adhering to these guidelines is essential for ensuring a safe workplace.

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

Thank you for your attention and commitment to safety.

Sincerely,

[Your Name]

[Your Position]

[Laboratory Name]