

Contractor Safety and Emergency Protocols

Date: [Insert Date]

To: [Contractor's Name]
[Contractor's Company Name]
[Contractor's Address]
[City, State, Zip Code]

Dear [Contractor's Name],

As part of our ongoing commitment to maintaining a safe work environment, we would like to remind you of the safety and emergency protocols that must be adhered to while on site.

Safety Protocols

- Personal Protective Equipment (PPE) must be worn at all times.
- Safety inspections should be conducted daily before starting work.
- Report any hazards or unsafe conditions immediately to your supervisor.

Emergency Protocols

1. In case of an emergency, follow the nearest exit signs to evacuate the building.
2. Immediately call [Emergency Contact Number] for assistance.
3. Gather at the designated assembly area [Insert Location] and await further instructions.

By adhering to these safety measures, we can ensure a safer working environment for everyone. Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]