

Contractor Health and Safety Induction Guidelines

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Company Name]

Subject: Health and Safety Induction Guidelines

Dear [Contractor's Name],

Welcome to [Your Company Name]. As part of our commitment to ensuring a safe working environment, we require all contractors to undergo health and safety induction. Please review the following guidelines:

1. General Safety Rules

- Always wear appropriate personal protective equipment (PPE).
- Report any unsafe conditions or incidents immediately.
- Follow all site-specific safety protocols.

2. Emergency Procedures

- Know the location of first aid kits and emergency exits.
- Attend the emergency evacuation briefing.
- Familiarize yourself with emergency contact numbers.

3. Safety Training Requirements

- Complete the online health and safety training module.
- Provide proof of any relevant certifications (e.g., forklift, CPR).

4. Acknowledgment

Please sign and return the attached acknowledgment form confirming your understanding of these guidelines.

If you have any questions, do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]