

Contractor Health and Safety Induction Requirements

Date: [Insert Date]

To: [Contractor's Name]

Subject: Health and Safety Induction Requirements

Dear [Contractor's Name],

We are pleased to welcome you to [Company Name]. As part of our commitment to maintaining a safe and healthy work environment, it is mandatory for all contractors to complete the health and safety induction prior to commencing work on site. Below are the requirements:

Induction Schedule:

- Date of Induction: [Insert Date]
- Time: [Insert Time]
- Location: [Insert Location]

Required Documentation:

- Proof of previous safety training
- Current certification (if applicable)
- Personal protective equipment (PPE)

Induction Topics:

- Company safety policies and procedures
- Emergency response procedures
- Hazard identification and risk assessment
- PPE requirements

Please confirm your attendance by [Insert Confirmation Date]. If you have any questions or require further information, do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]
[Contact Information]