

Urgent Incident Notification

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Name]

Subject: Contractor Safety Measures for Urgent Incidents

Dear [Contractor's Name],

We are writing to inform you of the safety measures that must be implemented immediately in response to the recent urgent incident that occurred on-site. The safety of all personnel is our top priority, and we require your full compliance with the following protocols:

- All personnel must attend a safety briefing scheduled for [insert date and time].
- Ensure all safety equipment is in proper working condition before commencing any work activities.
- Implement a buddy system for monitoring worker safety during operations.
- Access to the incident site is restricted until further notice. Ensure all team members are aware of this.
- Daily safety checks must be logged and reported to our safety officer by [insert reporting time].

Please take these measures seriously and ensure all employees are informed and compliant. Failure to do so may result in further action.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]