

# Eye Safety Protocols in the Workplace

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor Name]

Subject: Eye Safety Protocols in the Workplace

Dear [Employee Name],

As part of our commitment to maintaining a safe working environment, we would like to remind all employees of the eye safety protocols that must be adhered to in our workplace.

## Eye Safety Protocols:

- Always wear appropriate eye protection when engaged in tasks that pose a risk to eye safety.
- Ensure that safety glasses or goggles meet the necessary safety standards.
- Report any incidents that result in eye injuries or near misses immediately.
- Participate in mandatory eye safety training sessions.
- Keep work areas free of clutter to minimize hazards.

We appreciate your cooperation in following these protocols to ensure your safety and the safety of your colleagues. If you have any questions or require additional safety equipment, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Supervisor Name]

[Job Title]

[Company Name]