

Safety Guidelines for Industrial Visit

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert University Name]

Dear [Recipient Name],

We are excited to confirm your participation in the upcoming industrial visit to [Insert Company/Industry Name] on [Insert Date]. To ensure the safety and well-being of all participants, we have outlined the following safety guidelines:

1. Personal Protective Equipment (PPE)

- All participants must wear appropriate PPE, including safety helmets, goggles, and steel-toe boots.

2. Training

- Participants must attend a safety briefing conducted by the host company prior to commencing the visit.

3. Follow Instructions

- Strictly follow all safety instructions and protocols provided by the industry staff.

4. Emergency Procedures

- Familiarize yourself with emergency exits and procedures during the orientation session.

5. No Unauthorized Areas

- Stay within designated areas and do not enter restricted zones.

We appreciate your understanding and cooperation in adhering to these guidelines. Together, we can ensure a safe and informative experience for everyone involved.

Sincerely,

[Your Name]

[Your Position]

[University Name]