

Visitor Safety Protocol

Date: [Insert Date]

To: [Visitor's Name]

Subject: Safety Protocol for Visiting the Construction Site

Dear [Visitor's Name],

We are pleased to welcome you to our construction site located at [Site Address]. To ensure the safety and well-being of all visitors, we request that you adhere to the following safety protocols during your visit:

Safety Protocols:

- All visitors must wear personal protective equipment (PPE) including hard hats, safety glasses, and hi-visibility vests at all times.
- Please follow all posted signs and instructions from site personnel.
- Do not enter any restricted areas without prior authorization.
- Remain in designated visitor areas and do not wander the site unaccompanied.
- In case of an emergency, follow the instructions of the site personnel and evacuate promptly.
- Report any accidents or unsafe conditions to a site supervisor immediately.

Your cooperation is essential in maintaining a safe working environment for all. If you have any questions or concerns, please do not hesitate to reach out to us prior to your visit.

Thank you for your attention to these important safety measures.

Sincerely,
[Your Name]
[Your Title]
[Company Name]
[Contact Information]