

Site Access Rules for Construction Visitors

Date: [Insert Date]

To Whom It May Concern,

We welcome you to our construction site and appreciate your cooperation in adhering to the following access rules:

Access Rules:

1. All visitors must sign in at the site office upon arrival.
2. Personal protective equipment (PPE) including hard hats, safety goggles, and high-visibility vests must be worn at all times.
3. Access is restricted to designated areas; please adhere to all marked boundaries.
4. No alcohol or illegal drugs are permitted on site.
5. Visitors must be accompanied by a site employee at all times.
6. Emergency procedures should be reviewed before entering the site.
7. In case of an emergency, follow the instructions of onsite personnel without delay.

We thank you for your understanding and for helping us maintain a safe working environment.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]