

Construction Site Visitor Protocol

Date: [Insert Date]

To: [Visitor's Name]

Subject: Visitor Protocol for [Construction Site Name]

Dear [Visitor's Name],

We are pleased to welcome you to the [Construction Site Name]. To ensure a safe and productive visit, we kindly request that you adhere to the following protocols:

Visitor Requirements:

- All visitors must sign in at the site office upon arrival.
- Hard hats, safety glasses, and reflective vests must be worn at all times.
- Closed-toe shoes with non-slip soles are mandatory.
- Please accompany your host at all times while on-site.

Emergency Procedures:

- In case of an emergency, follow the evacuation signs and proceed to the designated assembly area.
- Report any incidents or accidents immediately to a site supervisor.

Thank you for your cooperation and commitment to safety. We look forward to your visit.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]