

Security Briefing for New Construction Workers

Date: [Insert Date]

To: [New Worker's Name]

From: [Your Name]

Subject: Security Briefing

Dear [New Worker's Name],

Welcome to the team! As part of your onboarding process, we would like to conduct a security briefing to familiarize you with our safety protocols and procedures on site.

Briefing Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

During this briefing, we will cover:

- Site security protocols
- Access control measures
- Emergency procedures
- Reporting incidents
- Personal protective equipment (PPE) requirements

Your safety is our utmost priority, and it is essential that you understand and follow these protocols. Please make sure to arrive on time and bring any questions you may have.

Thank you, and we look forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]