

First Aid Procedures for Construction Worksite

Date: _____

To: All Employees

From: [Your Company Name]

Subject: First Aid Procedures and Protocols

Introduction

This letter outlines the first aid procedures that must be followed in the event of an incident on the construction worksite.

Emergency Contact Information

- Site Supervisor: [Name] - [Phone Number]
- First Aid Officer: [Name] - [Phone Number]
- Emergency Services: 911

First Aid Stations

First Aid kits are located at the following locations:

- Site Office
- Main Entrance
- Equipment Storage Area

In Case of Injury

1. Assess the situation.
2. Notify the Site Supervisor immediately.
3. Administer basic first aid as necessary.
4. If the injury is serious, call emergency services.

Training and Certification

All employees are required to complete first aid training by [Date]. Certificates must be submitted to HR.

Conclusion

Please familiarize yourself with these procedures to ensure a safe working environment.

Thank you for your attention to these important procedures.

Sincerely,
[Your Name]
[Your Job Title]
[Your Company Name]