

# Utility Equipment Safety Guidelines

Dear Team,

As part of our commitment to ensuring a safe work environment, we would like to remind all employees of the following safety guidelines regarding the use of utility equipment:

- Always wear appropriate personal protective equipment (PPE) when operating utility equipment.
- Inspect equipment before use to ensure it is in good working condition.
- Follow all manufacturer instructions and safety protocols.
- Do not operate equipment while fatigued or under the influence of substances.
- Report any malfunctions or safety concerns to your supervisor immediately.
- Ensure that all emergency shut-off mechanisms are functioning properly.
- Attend all training sessions on equipment operation and safety.

Thank you for your attention to these important safety guidelines. Your safety is our priority.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]