

[Company Letterhead/Logo]

[Date]

[Operator Full Name]

[Employee ID Number]

[Address Line 1]

[Address Line 2]

Subject: Verification of Heavy Machinery Operator Health and Safety Induction

Dear [Operator Name],

This letter serves as formal verification that you have successfully completed the mandatory Health and Safety Induction program for Heavy Machinery Operations at [Company Name].

Induction Details:

- **Date of Induction:** [Date]
- **Trainer/Assessor:** [Name of Trainer]
- **Location:** [Site or Facility Name]

Scope of Verification:

During this induction, you have demonstrated competency and understanding in the following areas:

- Pre-operational safety checks and maintenance logging.
- Safe operation procedures for [List specific machinery, e.g., Excavator, Bulldozer].
- Emergency shutdown protocols and incident reporting.
- Site-specific hazard identification and risk mitigation.
- Correct use of Personal Protective Equipment (PPE).

By signing this verification, you acknowledge that you have received the necessary safety information and agree to operate all heavy machinery in compliance with [Company Name] safety policies and local occupational health and safety regulations.

This certification is valid until [Expiry Date], at which point a refresher course will be required.

Sincerely,

[Signature]

[Name of Safety Officer/Manager]

[Title]
[Company Name]

Operator Acknowledgment:

I confirm that I have received the training mentioned above and understand my safety responsibilities.

Signature: _____ Date: _____