

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

[Contractor Name]
[Contractor Company]
[Contractor Address]

Subject: Health and Safety Protocols for On-Site Work

Dear [Contractor Name],

As part of our commitment to maintaining a safe work environment, [Company Name] requires all contractors to adhere to our Health and Safety Protocols while performing work at our facilities located at [Site Address].

Before commencing work on [Start Date], please ensure all personnel assigned to this project comply with the following requirements:

- **Compliance:** All work must be performed in accordance with local, state, and federal safety regulations (e.g., OSHA).
- **Personal Protective Equipment (PPE):** Contractors are responsible for providing their own PPE, including but not limited to [List required items, e.g., hard hats, safety glasses, high-visibility vests].
- **Site Induction:** All contractor staff must complete a site-specific safety briefing before beginning work.
- **Incident Reporting:** Any accidents, near-misses, or hazardous conditions must be reported to the [Site Manager/Safety Officer] immediately.
- **Permits:** High-risk activities such as hot work, electrical work, or confined space entry require a valid permit issued by our safety department.
- **Emergency Procedures:** Familiarize yourself with our emergency exits, assembly points, and first-aid station locations as outlined in the attached site map.

Please sign and return a copy of this letter to acknowledge that you have read, understood, and agree to comply with these safety protocols. Failure to follow these guidelines may result in immediate suspension of work.

If you have any questions regarding these requirements, please contact [Contact Name] at [Phone Number/Email].

Sincerely,

[Your Name]
[Your Title]

Acknowledgment:

I, _____, representing [Contractor Company], acknowledge receipt of these safety protocols and agree to ensure full compliance by all personnel under my supervision.

Signature: _____ Date: _____