

Directive Letter to Staff on Workplace Safety

Subject: Reinforcement of Workplace Safety Measures

Dear All,

This letter serves as a formal directive emphasizing the importance of maintaining a safe working environment. Recent inspections have identified several areas that require improvement, particularly in equipment handling and emergency preparedness.

Effective immediately, all staff members must adhere strictly to the safety guidelines outlined in the company's Safety Handbook. Supervisors are directed to conduct daily checks and ensure compliance within their respective teams.

Failure to comply with these safety measures may result in disciplinary action. Our collective responsibility is to maintain a safe, secure, and productive workspace for everyone.

Thank you for your immediate attention to this directive.

Best regards,

[Your Name]

Safety and Compliance Officer

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