

[Your Company Letterhead]

[Date]

[Subcontractor's Name]

[Subcontractor's Company Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

Subject: EHS Compliance and Safety Responsibilities

As part of our commitment to ensuring a safe working environment on our project sites, we would like to outline the expectations and responsibilities for your team regarding Environmental, Health, and Safety (EHS) compliance during the duration of your subcontractor work with us.

1. ****EHS Policies and Procedures****: We require that your team is familiar with our EHS policies and procedures. Attached you will find our EHS Manual, which includes important guidelines that must be enforced on-site.

2. ****Safety Training****: Prior to commencing work, all subcontractor employees must complete the necessary safety training sessions provided by our EHS team. Please confirm the attendance of your team.

3. ****Personal Protective Equipment (PPE)****: Ensure all workers wear appropriate PPE at all times while on-site. This includes but is not limited to hard hats, gloves, safety glasses, and high-visibility vests.

4. ****Incident Reporting****: Any safety incidents or near misses must be reported immediately to our site supervisor. It is essential to maintain open lines of communication regarding any safety concerns.

5. ****Regular Safety Inspections****: Your team will participate in regular safety inspections and meetings as scheduled by our EHS department. Compliance with the findings from these inspections is mandatory.

6. ****Emergency Procedures****: Ensure that all workers are aware of emergency procedures, including evacuation routes and assembly points. Failure to comply with these EHS standards may result in penalties, including potential termination of the subcontract. Our goal is to foster a culture of safety on our project sites, and your cooperation is crucial to achieving this.

Thank you for your attention to this important matter. We look forward to working safely together.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]

[Enclosure: EHS Manual]