



[Month] [Day] 20[]

[Employee Name]
[Primary workplace]
[Workplace Address]
[City], ON, [Postal]

Dear [Worker name]:

RE: Issuance of Personal Protective Equipment (PPE) under the Occupational Health & Safety Act

In accordance with section 28(1)(a) and 28(1)(b) of the Occupational Health and Safety Act, a worker shall: (a) work in compliance with the provisions of this Act and the regulations; and; (b) use or wear the equipment, protective devices or clothing that the employer requires to be used or worn.

You have been issued the following personal protective equipment (PPE), for use when you (or any designate) is [describe the task and location]

- [Details of the PPE issued]

Any individual working in this area and/or [describe task] must wear this PPE at all times

Should you require any replacement and/or adjustments to any issued PPE, please notify your supervisor immediately.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Health & Safety Officer

p.c. Principal
Joint Health & Safety Committee Co-Chairs
File