

(Subcontractor Name Here)

Subcontractor Form Letter
(General Requirements)

Date: Enter Date

To: Wieland-Davco Corporation
Site Superintendent
Job #Enter Job Number

Subject: Pre-Construction Safety System Requirements

Mr. Superintendent,

We are submitting a copy of our safety policies along with our hazard communication program including MSDS.

Our competent person and safety contact on site will be John Bright. His phone number is 333-333-3333. Mr. Bright is also trained in CPR and First Aid.

Training has been completed in the following areas for the individual listed below:

Crane Operator: (list names)

Forklifts: (list names)

Scissor lifts/JLGs (list names)

Etc, etc, etc

Jim Bowens, Project Manager
ABC Corporation