

Appendix D: Sample Safety Directive

This is a sample email from a Public Utilities General Manager to all utility employees.

To: Staff

From: General Manager

Subject: Safety Accident Prevention Manual

No aspect of our Utility is of greater importance than accident prevention and preservation of health. The Public Utilities Safety Manual addresses safe practice for every utility employee and adherence to the rules are required.

The current edition of the manual can be found on the intranet at this link: [website here] and is attached in PDF format as well. A revised 2025 edition is pending final review by the joint safety committee and will be published shortly.

All managers are directed to ensure that an effective review of the manual's sections that applies to each employee's area of work be conducted on a recurring annual basis, and when revisions are published. This review shall be incorporated as part of each section's regularly scheduled safety/staff meetings.

If you have questions or require clarification regarding any of the policies or rules contained in the manual, please direct them to your supervisor, the Safety Committee Chairperson, or to the Interim Safety Manager.

Thank you for your understanding that compliance to these safety practices are an essential part of the health, strength and success of [utility name here].

[Name]

General Manager

[Utility Name]