

Sample Form for acknowledging receipt of COSP

If a company has adopted a Code of Safe Practice they should have each employee sign a receipt that they have read and will comply with the code. If you do not already have your own, the following format might be useful.

**Acknowledgment of Receipt
and Review of
(insert company name here)
Code of Safe Practices**

To all employees:

Attached is a copy of the Code of Safe Practices for our company. These guidelines are provided for your safety. It is the responsibility of: _____

Manager or Supervisor

to provide and review this code with each employee. It is the employee's responsibility to read and comply with this code. Attached copy of the code of safe practices order are for you to keep. Please sign and date below and return this page only to

Name

I have read and I understand the code of safe practices

Date

Employee Print Name

Employee Signature