

Instructions: Copy and paste the following content into your document, then personalize the highlighted areas to reflect your company's safety week plans.

FOR IMMEDIATE RELEASE

[DATE]

Contact:

[CONTACT NAME]

[PHONE]

[EMAIL]

[COMPANY NAME] Spotlights Workplace Safety During Safety Week

[YOUR LOCATION] — More than 4 million workplace injuries occur every year.

[COMPANY NAME] believes workplace injuries are preventable when safety comes first.

A successful safety program involves every employee, which is why **[COMPANY NAME]** is dedicating focused attention to workplace safety during Safety Week, **[DATES]**.

Throughout the week, employees will participate in activities that put safety in the spotlight, including:

[EXAMPLES OF ACTIVITIES - e.g., Daily tool box talks covering proper lifting techniques and fall prevention; safety quiz competition with prizes; hands-on demonstrations of proper equipment use; safety policy reviews]

"[QUOTE FROM LEADERSHIP ABOUT WHY SAFETY WEEK MATTERS TO YOUR COMPANY]," said **[NAME, TITLE]**.

[OPTIONAL FUNDRAISING PARAGRAPH: In addition to safety activities, [COMPANY NAME] will raise funds for [NONPROFIT NAME], [brief description of nonprofit mission]. Community members wishing to contribute may contact [NAME] at [EMAIL/PHONE].]

[COMPANY NAME] has been in **[INDUSTRY/LOCATION]** for **[X]** years, serving **[brief description of what you do]**. The company is committed to maintaining a safe, healthy workplace where all employees can perform their jobs with confidence and return home safely each day.

For more information about Safety Week or **[COMPANY NAME]**, visit **[WEBSITE]**.