YOUR  
LOGO

**COMPANY NAME**

HEALTH & SAFETY TRAINING PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to provide health and safety training for your team. We offer practical, standards-compliant training to help organizations reduce risk, meet regulatory requirements, and promote a safe workplace culture.  
  
This proposal outlines our customized health and safety training program for [Client Name].

# Project Objectives

The primary goals are:  
  
- Ensure compliance with workplace health and safety laws  
- Reduce incidents, injuries, and liability risks  
- Promote a culture of safety awareness and personal accountability  
- Equip employees with essential knowledge and emergency response skills

# Proposed Services

Our health and safety training services include:  
  
- Workplace hazard identification and risk assessment training  
- Emergency preparedness, fire safety, and first aid modules  
- Job-specific safety protocols (PPE, ergonomics, equipment handling)  
- Regulatory compliance training (OSHA, HSE, etc.)  
- Online or in-person delivery with assessments and certifications

# Scope of Work

Scope includes:  
  
- Review of current safety policies and training gaps  
- Curriculum customization based on industry and roles  
- Delivery of training sessions with supporting materials  
- Participant assessments and feedback collection  
- Optional refresher sessions and audit support

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Assessment & Planning | Review existing safety procedures and identify gaps | [Start Date] |
| Program Design | Develop tailored training modules | [Date] |
| Training Delivery | Conduct sessions (virtual/in-person) | [Date] |
| Evaluation & Certification | Test knowledge and issue certifications | [Completion Date] |

# Pricing

Estimated cost breakdown for health & safety training services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Needs Assessment | Evaluate current programs and risks | [Amount] |
| Program Development | Customize curriculum and materials | [Amount] |
| Training Delivery | Conduct sessions and administer tests | [Amount] |
| Certificates & Reporting | Issue certificates and final report | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a trusted provider of workplace training focused on safety, compliance, and risk management.  
  
- Experience: [X] years in health and safety instruction  
- Expertise: Manufacturing, construction, healthcare, logistics, office safety  
- Mission: To help organizations protect employees, comply with laws, and maintain safe, productive work environments

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Safety training program for a construction contractor  
- Outcome: 50% reduction in reportable incidents within 6 months  
  
Testimonial:  
“[Your Company Name] helped us raise awareness and reduce on-site risk. Their training was clear, engaging, and practical.” — [Client Contact]

# Terms and Conditions

Payment Terms: 50% upfront, 50% upon completion.  
Service Scope: Includes consultation, materials, training delivery, and certification.  
Client Responsibilities: Provide employee availability, access to facilities or systems, and cooperation for scheduling.  
Adjustments: Any change in scope, delivery format, or timeline must be mutually agreed in writing.

# Acceptance

To approve this health & safety training proposal and initiate services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_