

Safety Alerts and Bulletins – Quick Guide

This quick guide provides guidance for developing safety alerts and bulletins for your business. It explains when to use either a safety alert or safety bulletin and provides a structured approach for developing them.

Safety alert or safety bulletin?

Safety alerts are issued as needed to inform employees and other involved parties about current or emerging safety issues or concerns that require immediate action.

Safety bulletins provide safety information that doesn't need to be conveyed with the same urgency as the information in a safety alert. They address specific safety topics and identify positive steps to enhance heavy vehicle transport safety and, as such, are an important continuous improvement tool.

Safety alert

The information in a safety alert needs to be communicated with a high level of priority and in a clear and concise manner. Your aim should be that the information in a safety alert will not be overlooked.

The NHVR has produced a template that will guide and assist you to develop a safety alert. When developing a safety alert you should consider the following:

- The **subject** title should clearly state the reason for the safety alert (e.g. *Distracted driver caused a serious accident*).
- The **key message** section should describe the immediate actions that must be taken or information that must be known.
- In the **issue** section, make sure you address the most important information first. This ensures the critical information that needs to be known can be quickly understood.
 - Use images to assist with understanding as people see them as easy reading. Also ensure the captions are descriptive and not just a label.
 - Use footnotes to convey additional background information (e.g. *definitions and references*).
- The **action required** section provides the solutions and recommendations.
- The **further information** section can be used to add contact information, specific legislation and related information, if required.
- Ensure the **authorisation** and **effective date** are clearly shown.

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Logo
Here

SAFETY ALERT

SA –
Effective date:

Subject

[Enter a title for the subject – it should clearly and concisely state the reason for the alert.
Example: Distracted driver caused a serious accident]

Key message

- [Key message 1 (must do statement)]
- [Key message 2 (must do statement)]

Issue

[Briefly describe the safety issue with the most important information up front—this ensures the critical information that needs to be known can be quickly grasped.
Example: This safety alert heightens the awareness ...
Use footnotes¹ to avoid clutter. (See footnote for instruction on inserting a footnote).
Images can also be used to assist with understanding (people see images as 'easy reading'). Take advantage of the attention the image will generate and use the caption to provide a 'summary' not just a label.]
Delete these instructions by clicking in the text and then pressing Delete

Image 1: < Enter caption here >
Image 2: < Enter caption here >

¹ Footnotes should be used to convey additional background information (e.g. definitions) and source of research/statistic (e.g. references) – this avoids clutter and distraction. To insert a footnote: **References** tab > **Insert Footnote**.

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File Name: SMS - Template - Safety Alert

Version Issue Date: DD MMM YYYY

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Safety bulletin

The safety bulletin provides safety information that does not need to be conveyed with the same urgency as the safety alert.

The NHVR has produced a template to assist you to develop a safety bulletin. When developing a safety bulletin you should consider the following:

- The **subject** title should clearly state the reason for the safety bulletin (e.g. Distracted driving is a major safety concern).
- The **issue** section should describe the safety concern, again making sure you address the most important information first. Include images to assist with understanding and footnotes to convey additional background information.
- The **action required** section outlines what needs to be done to improve safety.
- Again the **further information** section can be used to add contact information, specific legislation and related information, if required.
- Ensure the **authorisation** and **issued date** are clearly shown.

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SAFETY BULLETIN

SB – yyyy – nn
Issued date: dd/mm/yyyy

Subject

[Enter a title for the subject – it should clearly and concisely state the reason for the bulletin.
Example: Distracted driving is a major safety concern.]

Issue

[Briefly describe the safety issue with the most important information up front—this ensures the critical information that needs to be known can be easily grasped.
Example: Recent research suggests that at least 10% of fatalities and 18% of serious injuries related to vehicle crashes involve the driver being distracted by something inside or outside the vehicle¹. (See footnote for instruction on inserting a footnote).
Images can also be used to assist with understanding (people see images as ‘easy reading’). Take advantage of the attention the image will generate and use the caption to provide a ‘summary’ not just a label.]

Delete these instructions by clicking in the text and then pressing Delete

Image 1: < Enter caption here >	Image 2: < Enter caption here >

Action required

[Describe what needs to be done]

¹ Footnotes should be used to convey additional background information (e.g. definitions) and source of research/statistic (e.g. references) – this avoids clutter and reader distraction. To insert a footnote: **References** tab > **Insert Footnote**.

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