|  |
| --- |
| 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 footnotes[[1]](#footnote-1) 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 > |

|  |
| --- |
| Action required |

[Describe what needs to be done]

|  |  |
| --- | --- |
| **Warning.jpg** | **WARNING:** < A consistent style for warning about urgent safety issues/actions can be used >  |

|  |  |
| --- | --- |
| **Note:** | Please ensure all relevant people in your business (including third parties) are aware of this safety alert and are informed of its content and recommendations. It should be communicated through your normal communication channels (e.g. email, or toolbox talk) and also placed on notice boards. |

|  |
| --- |
| Further information |

Further information relevant to this safety alert can be obtained by contacting [insert phone number] or email [insert email address].

## Specific legislation

[Enter any related legislation – if not applicable remove section]

## Related information

[Enter any related links to additional information (e.g. web site, documents)]

|  |
| --- |
| Authorisation |

[Signature]

**Disclaimer:** The information contained in this publication is based on knowledge and understanding at the time of writing. However, because of advances in knowledge, users are reminded of the need to ensure that information on which they rely is up to date and to check the currency of the information with the appropriate NHVR officer.

**[Insert name]**

[Insert position]

[Business name]

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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.**  [↑](#footnote-ref-1)