|  |
| --- |
| Subject |

[Enter a title for the subject – it should clearly and concisely state the reason for the safety 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 vehicle[[1]](#footnote-1). (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***

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

|  |
| --- |
| Action required |

[Describe what needs to be done]

|  |
| --- |
| Further information |

Further information relevant to this safety bulletin 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]

**[Insert name]**

[Insert position]

[Business name]

**Disclaimer:** The information contained in this publication is based on knowledge and understanding at the time of writing. However, because of advances in knowledge and understanding, 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 person.

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.** [↑](#footnote-ref-1)