A green and blue rectangle with white text

Description automatically generated

Customizable

Safety Alert

Template

**PURPOSE:** The purpose of a safety alert is to quickly and effectively communicate information about potential hazards, risks, or safety concerns to individuals or groups. Safety alerts are typically issued by organizations, government agencies, or companies to inform people about situations that may pose a threat to their well-being. These alerts aim to raise awareness, provide guidance on how to stay safe, and often include instructions or recommendations for action.

This template is meant to be a guide. Please change it to suit your needs. The fill colour can be changed to reflect your colours. The date produced will automatically update.

Communication is an important prevention tool. Once you have completed this alert, please use every avenue to spread the message such as internal website, public announcements, social media, official websites, or direct communication to relevant stakeholders.

Safety Alert

Applicable policies to review:

[List internal policies.]

Contact information:

[Give name and contact info for the person who produced this communication.]

**Actions After the Incident:** [Describe what happened immediately post-incident.]

**Action Required Where Similar Risks Exist:** [Describe how to reduce or eliminate the risk.]

**Date and Time:** [Insert date and time of the incident.]

**Location:** [Specify the location where the incident occurred.]

**Nature of Incident:** [Briefly describe the nature of the incident.]

**Description:** [Provide a detailed description of the incident. Include factors such as the events leading up to the incident, contributing factors, and outcomes. Use clear and concise language. Do not include names, gender(s), specific location, or identifying/personal details.]

[Insert picture of incident with a brief description.]

[Insert your logo.]

[Insert picture of incident with a brief description.]