FREE TEMPLATE

Safety Alert

A one-page bulletin for telling every crew what happened, why it matters and what must change, after an incident, near miss or new hazard.

How to use this template

Replace the text in [square brackets] with your own details, delete what does not apply and add what does. Blue hints inside the form cells describe what goes there; delete them as you fill the form in.

Free to use, copy and adapt within your business. Please keep the attribution line in the footer, and link to swms.ohconsultant.com.au/swms/free/safety-alert if you share it.

Safety alert header

Alert number	
Date issued	
Issued by	[Name, role, contact]
Applies to	[All sites / this site / trade or activity]
Alert type	[Incident · Near miss · Hazard · Equipment defect · Regulator alert]
Risk level	[High · Medium · Low]

Title

[One line, the hazard first: e.g. “Unsecured ladder slipped on a polished concrete floor”. Say what the hazard is, not whose fault it was.]

What happened

[Three to five sentences, in plain words. What was the task, what went wrong, what was the outcome (injury, damage, near miss). No names. Include a photo or sketch of the scene or the equipment where it helps, with anything identifying removed.]

Why it happened (what we know so far)

- [Immediate cause: e.g. the ladder had no non-slip feet and was set at too shallow an angle.]
- [Contributing factors: e.g. the task was not covered by a procedure; the floor had been sealed the day before.]
- [State clearly if the investigation is still open and this alert will be updated.]

What you must do now

1. [Action for workers: e.g. check ladder feet before every use; tag out any ladder with worn or missing feet.]

2. [Action for supervisors: e.g. inspect every ladder on site by the end of the week and record it on the plant register.]
3. [Change to the SWMS, procedure or site rules, with the document number and the date it takes effect.]

Distribution and acknowledgement

Issued to (site, crew or contractor)	How (toolbox talk, email, noticeboard)	Date	Confirmed by

Read and understood — name	Company	Signature	Date

Follow-up

Add the actions to the site action register with an owner and a due date, and check at the next toolbox talk that they were done. Close the alert when the final investigation report is issued.

Need the document that goes with it?

SWMS templates by trade: swms.ohconsultant.com.au/swms/purchase

Most alerts end with a change to the SWMS. The paid templates give you an editable SWMS to put the new control into, prepared for your state.

All free templates: swms.ohconsultant.com.au/swms/free-resources

General information, not legal advice. Work health and safety laws differ between states and territories: check the requirements that apply where the work is done, and the principal contractor's own site requirements.