# **Safetree Safety Alert**

# **Post this alert on your workplace noticeboards. Discuss it at safety or tailgate meetings.**

Type of incident: (type of work activity)

# Date: (insert date)

From: (name of company that prepared the alert)

**Lessons learned**

(Bullet point list of the key lessons from this incident – what steps should people take to protect themselves from it?)

**What happened**

*(What happened, where, when, who was involved, what were the consequences and how did H&S staff/management find out. Try to limit this description to no more than 300 words. Pictures tell a great story, so please add some in or email them to us and we'll add them in. Please spell out any jargon or briefly explain any terms people outside your company might not be familar with.)*

**How it happened**

*(In addition to events/actions immediately before the incident, this should cover contributing factors like communication, planning, fatigue, etc. Include pictures if they help with the description. Spell out jargon and terms others might not recognise. Try to limit this to no more than 300 words.)*

**Learnings**

*(This should cover what others can learn from this incident and what they should do/say to prevent a similar incident in their workplace. Provide pictures if you have them and spell out any jargon or technical terms. Try to limit this to no more than 500 words. The whole alert should be no more than 2 pages long)*

**More information** (*delete if not relevant)*

For more help preventing similar incidents see (*suggest names of any guidance documents etc that might help people manage this risk*)

**Contact**

(*Email of person who wrote it and is willing for us and others to contact them, otherwise include the Safetree contact email: info@safetree.nz*