BOARD REPORT

Workplace transport safety: quarterly board report

Organisation / site(s)	Quarter	Prepared by	Date

1. Headline: better, worse or the same, in one sentence

2. Outcomes (lagging)	This quarter	Q-1	Q-2	Q-3	Q-4
RIDDOR reports					
Injuries involving vehicles					
Vehicle and property damage					
Near misses reported					

3. Leading measures	Target	This quarter
Inspections done vs planned		
Actions closed on time		
Driver training and refreshers in date		
Visiting drivers briefed on arrival		

4. Top three risks	What changed this quarter

5. Notices, insurer and audit findings	Status / closed by

6. Contractors and hauliers	7. Changes coming (layout, vehicles, contracts, shifts)

8. Overdue actions	Owner	Now due

9. Decision needed from the board	Board's decision and who acts

Serious incidents are reported to the board immediately, not held for this report (HSE, HSG65).