

A Message from the electrogroup Board

As a key performance indicator the **electrogroup** Board constantly review the **electrogroup** Work Health and Safety (WHS) statistics. The WHS statistics are compiled using incident and injury reports made by you, the **electrogroup** Apprentices.

On behalf of the Board, I would like to congratulate you for the increased level of reporting, and I encourage you continue to report all injuries or incidents to your Field Officer or to the **electrogroup** office. It is only through these reports that we can provide you with a workplace that is free from harm or injury.

You should feel confident that you will not suffer any adverse action by reporting any injury or incident that happens in your workplace.

The statistics presented at the latest **electrogroup** Board meeting covered the period October 2014 through to January 2015. Of concern was an increase in the number of incidents that have occurred. Whilst the majority of these resulted in less than one day lost time the Board is concerned at the increase. In the experience of the Board, an increase in the number of minor incidents is often a precursor to a major incident.

What you should do.

The simplest way to achieve a safe workplace is by active participation in the *Safety Management System* at your workplace. The steps that you should take towards this are to:

- Ensure that you are *Inducted* into your workplace or task.
- Participate in the consultative processes at your workplace
- Carry out *Risk Assessments*, along with your work-crew
- Follow appropriate *Safe Work Method Statements*
- Raise concerns with your supervisor, experienced workmates, Health and Safety Representatives or your Field Officer.
- Gather evidence as requested by your Field Officer of your participation in these actions.
- Report your Risks (incidents and injuries) to **electrogroup**.

The electrogroup Board's commitment

As a "person" conducting a business or undertaking the members of the **electrogroup** Board must ensure, so far as is reasonably practicable, the health and safety of you and the other workers that you may come in contact with.

Further, so far as is reasonably practicable, the Board is committed that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.

Safety is everyone's responsibility

Whilst the Board is committed to ensuring that these obligations are fulfilled, **Health and Safety is everyone's responsibility.**