

# Safety Alert

To: All EGT Apprentices and Supervising Electrical Workers

From: Paul Laycock, OSH Advisor

CC: Field Officers

Date: 8 January 2009

**Re: Accident Reporting**

**SA 11**

Over the past months it has become apparent that apprentices have been injured at work and have not immediately reported the incident to EGT and their supervisor or Host. This is in breach of section 20 (d) (II) of the Occupational Safety and Health Act 1984, and EGT's Incident and Accident Reporting, Rehabilitation, and Injury Management Policies.

- All work related injuries, accidents or near misses must be reported to EGT immediately as well as to your supervisor or Host.
- EGT as your employer must be notified in order that an investigation can be carried out to address our responsibility to provide safe work places and minimise the risk of similar accidents occurring in the future.
- If the injury required medical attention you must contact EGT (Field Officer, myself or the office) before attending the doctor.
- You will be required to complete
  - an accident report form,
  - provide EGT with your First Medical Certificate provided by the doctor who treated you and any workers' compensation related paperwork.
- You may also be required to complete an accident report for your host, a copy of the report is to be forward to EGT to be kept on record.
- Failure to comply with the above accident reporting process may result in disciplinary action and may impact on your ability to make a claim for workers' compensation resulting from the injury at a later date.

It is your own interest to report all work related incidents to EGT as soon as possible, so that support and back up can be provided and in most cases alternative duties arranged with your doctor/host where applicable.