ELECTRICAL GROUP TRAINING

Induction Manual

CONTENTS

WELCOME

Welcome to Electrical Group Training

Welcome to Electrical Group Training (EGT). The Apprentice Induction Manuals are designed to assist you to understand the organisation and the expectations of you as a valued employee and representative of EGT.

An EGT staff member will guide you through this manual and assist you to complete the necessary administrative forms that are required to be completed by all new employees. At the conclusion of the induction process you will be asked to sign an “acknowledgement” to confirm that you have read and understood the content of this manual.

If you have any questions during your induction or at any time during your employment with EGT, please feel free to speak with your EGT Field Officer or an EGT Staff Member for assistance.

A Message from the General Manager of EGT

It is with great enthusiasm that I welcome you as a new employee of EGT. This manual is provided to you as an introduction to the business. Please read it carefully. If at any time you need advice or assistance, you should approach your EGT Field Officer or an EGT Staff Member, or alternatively me.

I trust that your apprenticeship with EGT will be enjoyable and rewarding for you.

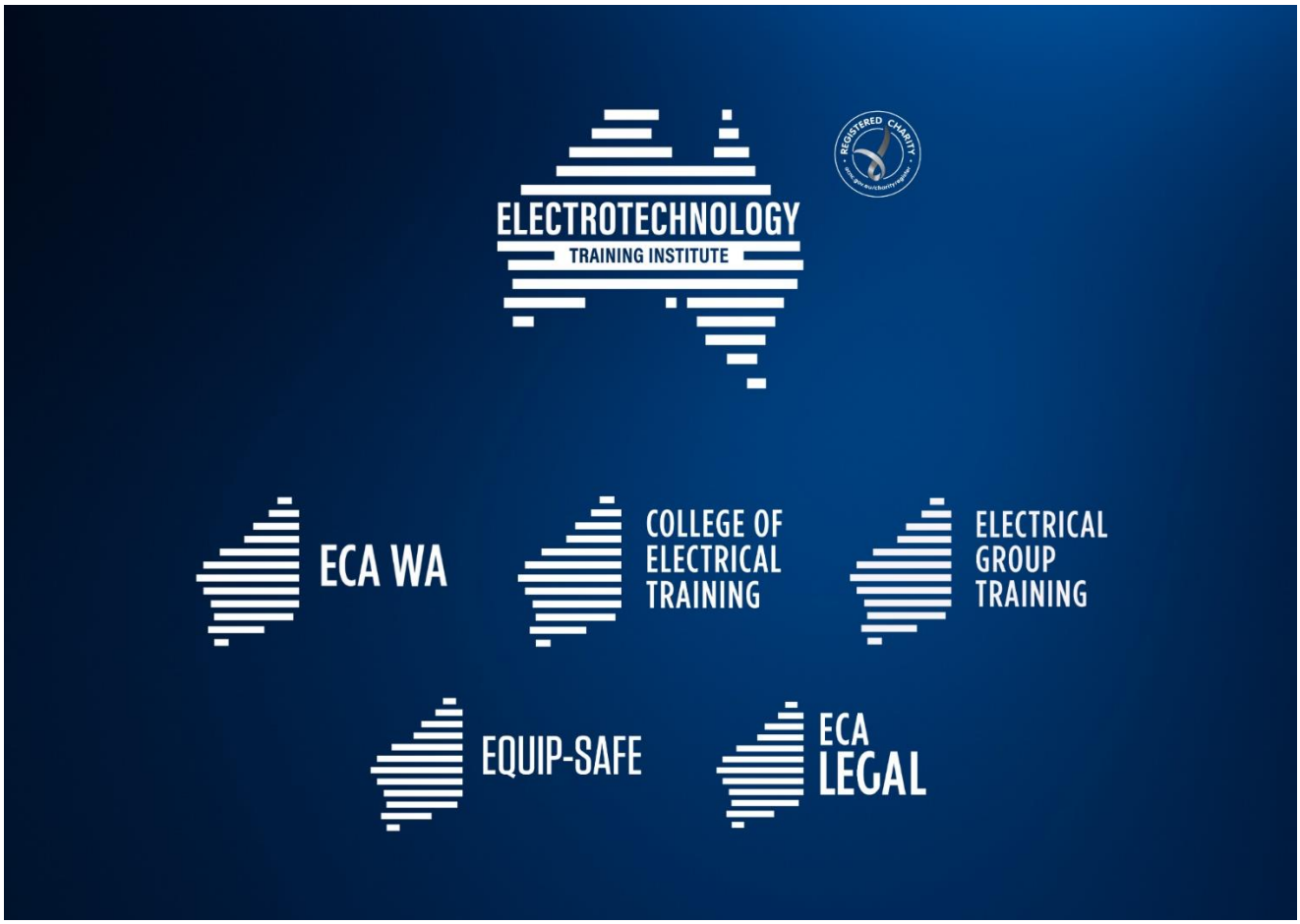
Stuart Diepeveen
General Manager
ELECTRICAL GROUP TRAINING

ELECTROTECHNOLOGY TRAINING INSTITUTE LIMITED

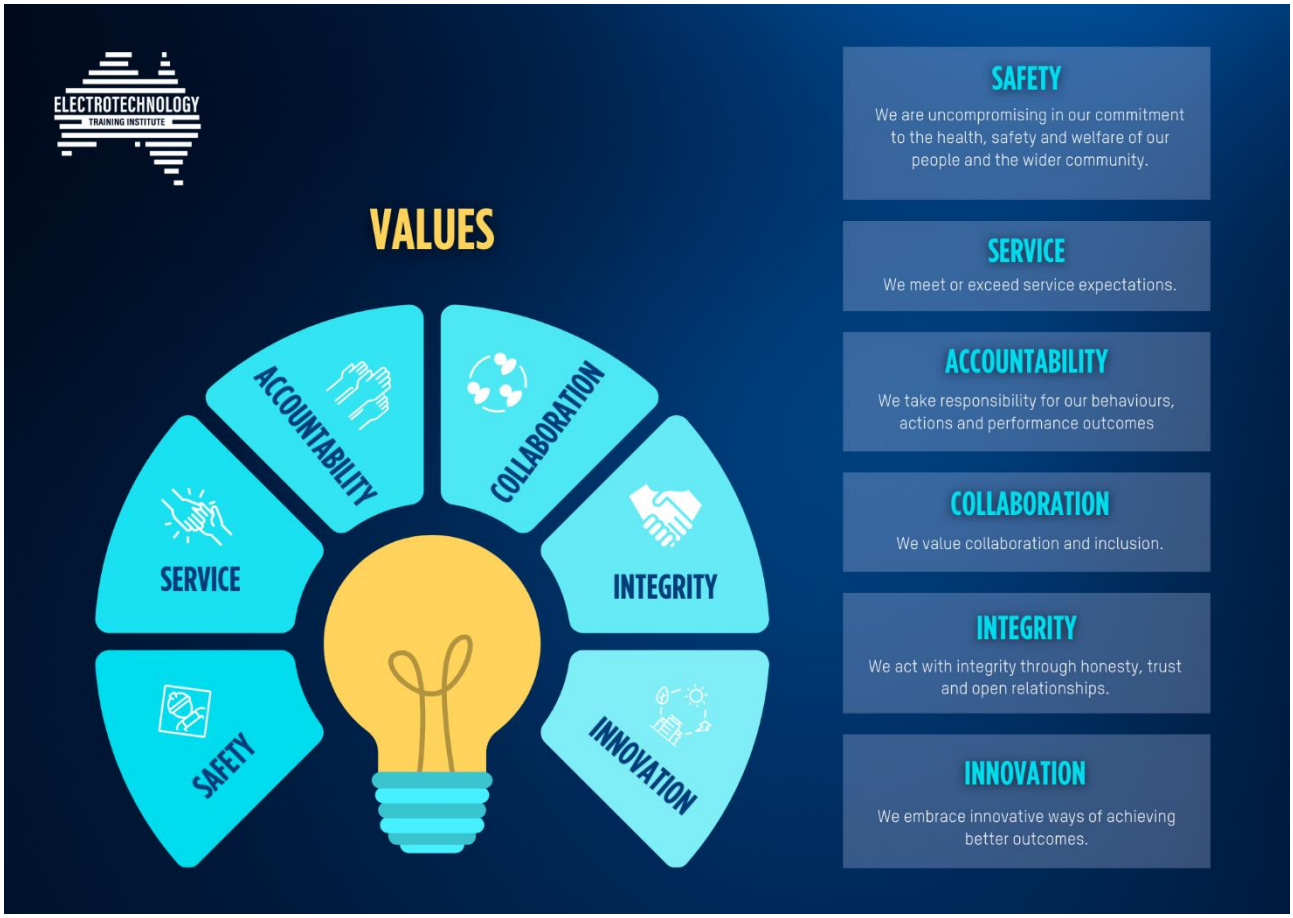
Electrotechnology Training Institute Limited (ETI), supports the interests of the electrical, electronic, communications, instrumentation, refrigeration and air-conditioning industry ("Industry") in the State of Western Australia.

The Business Units within ETI:

1. ECA WA;
2. Electrical Group Training (EGT);
3. College of Electrical Training (CET);
4. Equip-Safe; and
5. ECA Legal (separate legal entity)



Our Purpose, Vision and Values



ECA WA

ECA WA offers membership services to everyone in the WA electrical industry and provides businesses and individuals in the electrical industry with expert technical, legal, business, and safety advice and support through a variety of services, initiatives, and events.

Electrical Group Training (EGT)

EGT is a not-for-profit Group Training Organisation (GTO). Our apprentices are amongst the safest and best trained in the Electrotechnology Industry. We respond quickly to industry fluctuations and this focus has been largely responsible for EGT's growth.

EGT commenced with 12 apprentices in 1989 and it was originally called the Electrical and Electronic Group Apprenticeship Scheme or EEGAS. EGT was formed to assist the Electrical Industry in training apprentices for the future of the Electrotechnology Industry.

Today EGT is the largest employer of electrical apprentices in Western Australia (approximately 500) and remains focused on creating a workforce for the future of our industry. Together with CET, these apprentices are successfully employed, trained and working in both metropolitan and regional WA.

College of Electrical Training (CET)

During the mid-1990s, ECA WA members identified a need to enhance the trade training which was then available - to improve the industry relevance of training being provided to apprentices and advance the quality and skills of emerging graduates.

As a result, the Electrical Electrotechnology Training Centre (EETC) was created. The Training Centre quickly outgrew its accommodation in Malaga and relocated to Balcatta in 1998 as the College of Electrical Training (CET). CET has been so successful that they have opened another two campuses, Jandakot in March 2008 and Joondalup in June to service the southern and northern areas of WA.

CET is a Registered Training Organisation (RTO) and currently trains over 2500 apprentices per year, from young apprentices completing their Certificate III in Electrotechnology Electrician qualification, which is the minimum requirement to obtain an electrical licence and work as an electrician, through to over 4000 advanced post-trade training courses for electricians and contractors, which they are required to undertake to retain their licence.

Equip-Safe

Founded in 1993, Equip-Safe has been providing registered training to workers throughout Western Australia for 26 years.

Equip-Safe (RTO 2394) conduct EWP and Forklift High Risk Work Licences, Nationally Recognised and other plant and equipment safety training for work requirements and VOC's to individuals and businesses involved in industrial, mining, construction, and local Government industries across Perth and Western Australia.

Equip-Safe focuses on providing practical training. Wherever possible, training is done by learning on the equipment you're training for, so you have experience on the machine.

Group Training Organisation (GTO)

Apprentices who are indentured by a GTO are employed by the GTO, who organises placements with various businesses throughout the term of the apprenticeship.

Your GTO is Electrical Group Training (EGT).
The GTO is responsible for all aspects of employment and training including all paperwork, wages, annual leave, Rostered Days Off (RDO's), sick leave, workers compensation and superannuation.

To enable an apprentice to undertake their on the job training, EGT places apprentices with electrical and communications contractors. These companies are called 'host employers' or 'hosts'. Host employers provide work placements of varying duration and most GTO apprentices will work with a number of different host employers during the term of their apprenticeship, giving the apprentice exposure to a broader range of skills.

Advantages of being employed by a GTO:

- Exposure to a wide variety of work;
- Learn different skills and methods from different tradespeople and employers;
- Broader knowledge of the industry;
- Regular assessment and feedback on progress;
- Establish network of contacts within the industry;
- Professional management of the apprenticeship via support of a Field Officer / Mentor;
- Multiple career opportunities; and
- Access to Awards via ETI, the Apprentice Employment Network WA and National Apprentice Employment Network.

COMPANY POLICIES, PROCEDURES AND GUIDELINES

As referred to within this manual, please ensure to read EGT's Policies, Procedures and Guidelines.

Employment Contract

In addition to the Terms and Conditions of your Training Contract, EGT Apprentices accept the following obligations as conditions of their employment.

- To follow and observe the company's Code of Conduct (attached).
- To comply with and observe EGT's Workplace Health and Safety policy, procedures and rules as set out in this manual.
- To follow and observe all the safety requirements of Host Employers.
- To wear provided protective clothing/footwear whether on the job or attending your RTO.
- To comply with and to follow all supervision rules as set out in this manual.
- To follow and observe all the supervision requirements of Host Employers.
- To comply with all EGT policies and procedures as detailed in this manual and as available on request.
- To comply with all Safety Alerts and memorandums that EGT distributes from time to time.
- To carry out, to the best of your ability, all lawful instructions given by EGT, Host Employers and RTO Instructors.
- Not to wear any metallic facial jewellery during work hours.
- Not to wear jewellery of any kind that might increase risk of injury.
- If you have long hair, you must keep it in a neat and tidy manner. If working with rotating machinery you must wear a hair net.
- Notify EGT of any change of contact details immediately (e.g., telephone number, email, residential address.)
- Notify EGT immediately if you are injured or involved in a workplace incident.
- If you know your placement is coming to an end it is your responsibility to call EGT for your new placement.
- Always ensure your timesheet is checked and authorised by your supervisor. It is your responsibility to ensure submission of your timesheet. Timesheets must be submitted before 9am Monday mornings.

Employment Information

Please refer to EGT's Apprentice Library of Documents sent to you in your Induction Pack at the time of signing your Employment Contract as your Employment Contract is in line with the below documents. We encourage all of our apprentices to view these and if you have any questions please contact EGT.

https://egt.net.au/apprentices/apprentice-library-of-documents

Or by scanning the QR Code on your RAC Book.

Electrical, Electronic and Communications Contracting Award 2020 (MA000025)

National Employment Standards (NES)

Fair Work Information Statement

ABOUT EGT

EGT Policy, Procedures and Guidelines

For EGT Policy, Procedures and Guidelines please refer to EGT's Apprentice Library of Documents.

EGT is your Employer

EGT:

- Pays your wages, to attend college and to attend other mandatory training you will be scheduled to attend,
- Issue your initial uniform and yearly top-ups, and
- Issues you with Personal Protective Equipment (PPE).

Host Employer

- You will be placed with a host employer who will provide you with on-the-job training, and
- Sign off on timesheets and leave.

Off-the-Job Training / Registered Training Organisation (RTO)

- Provides you with an off-the-job training - Certificate III in Electrotechnology, and
- Mandatory safety training and additional training.

On-the-Job Training

Over the term of your apprenticeship, you will be exposed to a wide range of work in the electrotechnology industry.

As part of EGT's induction process we will train and educate you to have the basic skills and knowledge to enter the industry.

EGT will commence your apprenticeship with an induction which will incorporate paperwork, issuing of protective clothing, safety footwear, tools, Workplace Health and Safety (WHS) information and basic hand skills.

After induction you will be placed with host employers who will train you in the requirements of the electrical trade.

As part of EGT's requirements, training is likely to take place with several host employers because some hosts cannot give you all the training that the trade requires.

To give you an idea of the broad nature of our industry, listed below are some of the sectors of industry that you could be exposed to:

Housing / Domestic	Commercial Buildings	Industrial
Mining	Switchboard Manufacturers	Pump Suppliers
Air Conditioning	Data and Communications	Fire Alarms
Telecommunications	Security	Maintenance
Renewable Energy Systems	Building Management Systems (BMS)	

YOUR APPRENTICESHIP

Training Contract

Employers and apprentices are required to enter into a training contract that is registered by Department of Training and Workforce Development (DTWD) - Apprenticeship Office (AO) under the terms of the Vocational Education and Training Act 1996 (VET Act).

This contract forms a legally binding agreement between an employer and employee for the training of apprentices and trainees leading to a nationally recognised qualification. In signing this contract the parties are bound by the obligations detailed below and the legislation of the State or Territory in which this training contract is to be registered.

Training Contract Obligation

For the employer, apprentice or trainee, and parent or guardian (where applicable)

We agree that:

a) the Contract commences from the stated date of commencement, provided that it has been registered or approved under the provisions of the relevant State/Territory legislation

b) the Contract can only be changed by our agreement and according to State/Territory legislation and the State/Territory government department, authority or agency must be informed of the proposed change/s. In some States/Territories approval for the change/s must be sought

c) the apprentice/trainee can see, and correct, any information about himself/herself in this Contract or held by the employer in relation to this Contract

d) we will try to resolve any dispute we have between us, and if we can't, we will contact our State/Territory government department, authority or agency to request assistance or to access the appropriate dispute resolution processes

e) the Contract can be audited by the relevant State/Territory government department, authority or agency or Australian Government Department

f) In all states and territories except SA, the Qualification Title and Code may be varied by the Registered Training Organisation during the term of the Contract, where the qualification is superseded through a revision to the training package, and the variation is endorsed by the relevant State/Territory government department, authority or agency.

In SA, the Qualification Title and Code may only be varied by the relevant State government department, authority or agency during term of the Contract, where the qualification is superseded by an equivalent qualification through a revision to the training package, and where the variation has been endorsed by the responsible State government department, authority or agency, and the parties to the Contract are notified of that variation.

g) the Contract is successfully completed when there is agreement from the employer, Registered Training Organisation and apprentice/trainee, and/or an acknowledgement by the State/Territory government department, authority or agency, that the apprentice/trainee has attained all the required competencies

h) this Contract expires if it reaches the nominal term of the contract without the apprentice/trainee having attained all the required competencies or a request for an extension of the contract having been endorsed by a State/Territory government department, authority or agency

i) this contract may be terminated in accordance with the relevant State/Territory legislation.

For the employer

I agree that I will:

a) employ and train the apprentice/trainee as agreed in our Training Plan and ensure the apprentice/trainee understands the choices that he/she has regarding the training

b) provide the appropriate facilities and experienced people to facilitate the training and supervise the apprentice/trainee while at work, in accordance with the Training Plan

c) make sure the apprentice/trainee receives on-the-job training and assessment in accordance with our Training Plan

d) provide work that is relevant and appropriate to the vocation and also to the achievement of the qualification referred to in this Contract

e) release the apprentice/trainee from work and pay the appropriate wages to attend any training and assessment specified in our Training Plan

f) meet all legal requirements regarding the apprentice/trainee, including but not limited to, occupational health and safety requirements and payment of wages and conditions under the relevant employment arrangements

g) repay any payment I receive that I am not entitled to

h) work with our RTO and the apprentice/trainee to make sure we follow our Training Plan, keep training records up-to-date, and monitor and support the apprentice/trainee's progress; and

i) let the relevant State/Territory government department, authority or agency and the RTO know within five working days (or when the local
State/Territory legislation requires, if this is different) if our Training Contract has become jeopardised.

I acknowledge that it is an offence to use information in the Contract to discriminate against any person, including the apprentice/trainee.

For the apprentice/trainee

I agree that I will:

a) attend work, do my job, and follow my employer's instructions, as long as they are lawful

b) work towards achieving the qualification stated in our Training Contract

c) undertake any training and assessment in our Training Plan.

For the parent or guardian

I agree that I will:

uphold the responsibilities listed above for the apprentice/trainee until this person is 18 years of age.

Nominal Term of Apprenticeship

The nominal term is the time expected for a person without prior qualifications or experience to complete the qualification under apprenticeship arrangements.

The nominal term for an electrician is 48 months (four years), however under the competency based system, apprentices may be able to qualify sooner if they can show they have the skills to do the job and is related to the off-the-job training hours required to complete the qualification and the level of complexity.

Training Contract Probation Period

Probation Period

All training contracts entered into between an apprentice and an employer have a probation period. The probation period provides an opportunity for the employer and the apprentice to assess the apprentice's compatibility and suitability to the vocation.

The probation period begins on the commencement date of the training contract and is for a period of three months.

Termination During Probation Period

During the probation period either party can terminate the training contract.

Variations to the Training Contract

Suspension

Under the VET Act, the employer and/or the apprentice may agree/request to suspend the training contract. During this time, the apprentice cannot attend the workplace during their suspension, however, should still attend off-the-job training if practical. The apprentice will return to their employer at the end of the suspension period and/or cancel the training contract.

EGT may make application to the apprenticeship office to suspend an apprentice for a number of reasons, these may include but are not limited to:

- Failure to meet the obligations of the training contract;
- Failure to follow EGT policy and procedure as outlined in the induction manual, including workplace health and safety guidelines;
- Failure to follow instructions from a host employer or supervisor;
- Lack of progress in off the job training; and/or
- Personal issues (extended leave and/or personal reasons).

Medical Suspension

When an apprentice suffers from an ailment or an injury (excluding workers compensation) and is temporarily unable to continue with their apprenticeship, EGT accepts that the apprentice is entitled to use all their sick leave, RDO and annual leave entitlements until the apprentice is either deemed 100% fit for full duties of the trade (medical clearance) and/or before a medical suspension is put in place.

The medical suspension is to account for the time the apprentice is not actively engaged in their apprenticeship.

Extension

Extensions may be given to an apprentice in the fourth year of their training contract if they have not been deemed competent in their certificate III for both on or off-the-job training components. Extensions are usually given for a longer period than actually needed to avoid having to implement multiple extensions. Apprentices will generally be signed off when competence is gained or by agreement between EGT and the apprentice e.g. a three month extension is implemented for an apprentice to complete the capstone assessment but, the apprentice only takes one month to complete the assessment so the training contract completed after one month.

Termination

Training contracts can be terminated:

- during the probation period by either party;
- by mutual agreement at any stage during the training contract; or
- with the approval of Apprenticeship Office after the probation period.

The grounds on which an employer can apply to have a training contract terminated are:

- the employer ceasing or has ceased business;
- a substantial change of circumstances that meant that the employer was unable to meet the obligations of the training contract;
- serious misconduct by the apprentice;
- apprentice performance issues (but are not limited to the following):
- Lack of progress in off-the-job training (includes completion of competencies and profiling requirements);
- Lack of progress in on-the-job training;
- Failing to comply with the ETI Employee Code of Conduct;
- Failing to comply with the Alcohol and Other Drugs Management Program
- Failing to comply with EGT, host employer or site safety rules; and
- Poor attitude, punctuality and attendance;

Employers must apply in writing to Apprenticeship Office to terminate a training contract, including where the apprentice abandons the training contract. Unless mutually agreed, before a training contract is terminated the employer and/or apprentice may seek assistance from their nominated Australian Apprenticeship Support Network (AASN) provider for advice and guidance. The AASN provider may facilitate a meeting between the parties in an attempt to resolve the matter.

If the matter remains unresolved after considering the alternatives to termination, the AASN will refer the matter to the Department for consideration. The Department will make contact with the employer, the apprentice and the parent/guardian (if applicable) to organise and undertake a conciliation meeting.

If parties fail to reach an agreement following a conciliation meeting, the employer may lodge an application for approval to terminate the training contract without the apprentice's consent. In the application, they employer should set out the reasons for the termination. The employer is also required to provide a copy of their application to the apprentice.

Registered Training Organisation (RTO)

It is a condition of your apprenticeship that you undertake the prescribed National Qualification – Core Units of Competency associated with your trade.

EGT will inform you as to which College you will be attending, and enrolment will be completed as part of the induction process. Failure to enrol is a breach of your Training Contract.

RTO Code of Conduct

A strict Code of Conduct is enforced by all College Staff.

Inappropriate behaviour and/or misconduct will be dealt with in accordance with this Code of Conduct and the Apprentices Employer.

EGT apprentices are expected to:

- Complete all assignments and work allocated
- Attend classes on time
- Be prepared for class
- Treat peers and teachers with respect
- Wear the EGT Uniform, including Safety Boots & PPE
- Contact your College and the EGT Office if you are going to be absent

College Fees and Study Books

Payment of College fees and for prescribed textbooks is an employer responsibility under the Modern Award.

Electrical Standards, Legislation, Regulations and more are all accessible via the online Technical Knowledge Base (TKB), and class sets are available at CET for use during exams.

All EGT Apprentices have access to ECA WA's online Technical Knowledge Base (TKB), throughout their apprenticeship term with EGT.

RTO Attendance

Off-the-job training attendance is compulsory, and you are paid to attend.

Unauthorised absence is a breach of your Training Contract and will be recorded on your file as 'Misconduct - Absent without Leave.'

College Timetable

You should receive your timetable within 6 months (usually) of your commencement, advising when you have been scheduled to attend College.

It is the apprentices' responsibility to contact their EGT Field Officer if they have not received any correspondence from the college within 3 months of commencing their apprenticeship with EGT.

Please ensure to remind your Host Employer of your College attendance and any mandatory or additional training you are scheduled to attend.

RTO Progress

All RTO's report to EGT on apprentice's progression during their time at off-the-job training. These reports are provided on a regular basis and any lack of progress will be identified and discussed with your EGT Field Officer and/or EGT Management.

Where EGT has concerns over off-the-job training progress, a meeting will be held with the apprentice to address these concerns and identify opportunities to improve performance.

If you obtain hold(s)/re-enrol(s) on any competency you must attend tutorials and/or re-sits to remedy them. Failure to comply will result in having to repeat the unit of competency and may result in disciplinary action and/or an extension to your apprenticeship.

Holds / Re-Enrols / Re-sits & Open Learning Sessions

Holds / Re-Enrols / Re-sits & Open Learning Sessions are available to apprentices through their RTO.

If you do not successfully pass a unit:

- Speak to your lecturer / RTO;
- Book the unit in straight away to fix it up; and
- Advise your Host Employer.

Exemplar - Online Work Log System

To attain the Certificate III in Electrotechnology (Electrician), on-the-job work must be completed to gain competence. As part of this process apprentices are required to keep a record of tasks undertaken throughout their apprenticeship.

During induction, apprentices will be registered to the online work log system "exemplar" to input their weekly record of work. Exemplar records your work experiences weekly and once verified will compile into reports for your relevant RTO and for EGT.

It is recommended that apprentices log in on a daily or weekly basis and input each task they have undertaken. Leaving it any longer than this may result in lost time reviewing old timesheets or missed experience logging due to having to remember what you were doing days or weeks ago.

The online system is important and forms an integral part of your assessment towards gaining your qualification. Apprentices will not be able to sit their final capstone assessment if their work logs are not up to date and all the required experience is logged. This may result in extending your apprenticeship. Please ensure your work logs are submitted and maintained.

Travel & Accommodation Allowance for Apprentices

Apprentices should refer to the following websites to see if they are eligible for any travel and accommodation funding whilst attending their RTO.

Department of Training and Workforce Development
Travel and Accommodation Allowance (TAA) Policy for apprenticeships.
https://www.dtwd.wa.gov.au/policies-guidelines-reporting/travel-and-accommodation-allowance

Construction Industry Training Fund (CTF)
Apprentice Accommodation Allowance Program.
https://ctf.wa.gov.au/what-we-do/accommodation-allowance

Mandatory Training

EGT schedules apprentices to attend mandatory training to ensure that all apprentices have achieved a high standard in the safety areas for the Electrotechnology Industry. EGT covers the course cost and the apprentice's time on successful completion of the training.

Apprentices who fail to notify and/or attend any scheduled course will be invoiced for all charges and will be subject to disciplinary action.

Construction Industry Preparation Skill Set

The Equip-Safe (EQS) Construction Industry Preparation Skill Set is training that covers key safety and operational skills required across multiple industries. EGT Apprentice will complete four core units:

✅ **RIIHAN301E Operate Elevating Work Platforms (scissor lift)**
Gain essential skills to use elevating work platforms in compliance with national safety standards.

✅ **CPCCCM3001 Operate Elevated Work Platforms up to 11 metres (boom lift)**
Learn how to operate scissor lifts and self-propelled boom lifts (under 11m) safely and effectively.

✅ **RIIWHS204E Work Safely at Heights**
Learn how to assess risks, use fall protection systems, and work safely at heights.

✅ **CPCWHS1001 Prepare to Work Safely in Construction (also known as the White Card)**
Complete mandatory WHS induction training required for all construction sites.

Annual Safety Training

This training is held annually at the College of Electrical Training (Joondalup & Jandakot campus).

Perform rescue from a live LV Panel and CPR

This training is held approximately 18 months & 30 months into apprenticeship at the College of Electrical Training (Joondalup & Jandakot campus).

Checking and Testing an Electrical Installation

This training is held approximately 40 months into apprenticeship at the College of Electrical Training (Joondalup & Jandakot campus).

Apprentice Copies of Licences / Permits / Certificates

EGT require copies of all the following (but not limited to) to ensure your apprentice training record is kept up-to-date, as these items are often required to be forwarded to your Host Employer/s.

Type of Licence / Permits required by EGT:

- Drivers Licence, Electricians Training Licence
- Scissor & Boom Lift, Working Safely at Heights, White Card

Lost or Stolen Licences & Permits

If you lose any of your licences / permits, then it is your responsibility to replace them and forward new copies, in colour, back & front to EGT via email admin@egt.net.au

And YES - they definitely need to be replaced!

Additional Training

EGT offers additional training to their apprentices to assist them in obtaining specialist and ongoing skills beyond the apprenticeship requirements of off-the-job training.

Apprentices that are interested in being scheduled on courses are to contact the EGT Office.

Apprentices are required to complete additional training in their own time (i.e. after work, RDO's or Annual Leave).

Host Employer or Apprentice Request for Specific Training

EGT Host Employers and/or Apprentices may request to undergo other training to meet industry needs, or to assist Apprentices in obtaining specialist or ongoing skilling beyond the apprenticeship requirements of off-the-job training.

Depending on the nature of the training and its value to the Apprentice, EGT and industry, EGT may opt to pay for the Apprentice's time on the condition that party who requests the additional training (i.e. Host Employer or Apprentice) organises and covers the course cost.

Requests can be made by contacting the EGT Office and approval is at the discretion of the General Manager EGT.

Capstone Assessment

Every apprentice will have to complete a Capstone Assessment. This assessment incorporates theory and practical components.

You must successfully pass your Capstone Assessment to become eligible for an Electricians Licence.

Capstone Assessment should only be applied for when the following has been achieved:

- Off-the-job component of training has been successfully completed;
- All work logs have been submitted; and
- Completed 3 years 9 months (minimum) of your apprenticeship.

It is the Apprentices responsibility to book in their Capstone Assessment with their relevant RTO.

Exit Interview & Completion of Apprenticeship

EGT will schedule an appointment for the apprentice to attend an exit interview approximately 3 weeks prior to their EGT proposed completion date. An apprentice may be booked on their Exit Interview prior to their capstone assessment.

At this time EGT Staff will discuss the transition from an apprentice into tradesperson status and how to apply for their Electrician's Licence.

EGT will issue eligible apprentices with a Statement of Employment and Host Employer History.

Be aware that failure to hold an electrician's licence and working in the electrical trade makes you liable for prosecution and a fine (for an individual) of up to $50,000.

Apprentice Awards / Recognition and Post Apprenticeship Scholarship

EGT values your achievements. There are awards that apprentices are eligible for, such as:

The National Electrical and Communications Association (NECA) - Excellence Awards

The NECA Apprentice Awards showcase the outstanding contribution an apprentice can make to both the projects they work on and to their hosts' businesses.

Apprentice Employment Network WA (AEN WA) - Apprentice of the Year Awards

Winners are announced at the annual awards night, where they are presented with their awards.

WA Department of Training and Workforce Development - World Skills Competition

Assessed at a state level every two years, winners will move on to the national competition and then the international competition.

WA Department of Training and Workforce Development - Apprentice of the Year Awards

The WA Training Awards recognise and reward outstanding achievements of apprentices, trainees and vocational students, and the contribution to training made by trainers, training organisations and employers.

Today's Skills | Tomorrow's Leaders - National Apprentice Employment Network

Australia's top apprentices and trainees are about to embark on an intensive career and leadership program that will help equip them as future leaders.

The National Apprentice Employment Network's 'Today's Skills: Tomorrow's Leaders' (TSTL) program brings together 23 outstanding apprentices and trainees, selected from across Australia.

DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION AND SAFETY

Building and Energy

Building and Energy is responsible for the technical and safety regulation of all the electrical and most of the gas industry in Western Australia.

Electrical apprentices can only work in the industry if they hold a current Electrician's Training Licence.

Note: Working in the electrical trade without an Electrician's Training Licence makes both the apprentice and employer liable for legal action under the *Electricity (Licensing) Regulations 1991.*

Electricians Training Licence Application - Fit and Proper Assessment

When you completed your application for your electricians training licence you were required to complete a statutory declaration or supply an Australian Police Check.

This process will be repeated at the end of your apprenticeship when you apply for your electricians licence… **SO, KEEP YOUR RECORD CLEAN!**

WorkSafe

Construction Induction Card

WorkSafe WA is the Western Australian Government's workplace safety regulator and is part of the Department of Energy, Mines, Industry Regulation and Safety. WorkSafe administers the Work Health and Safety Act 2020 and other legislation, and aims to reduce workplace injuries, fatalities, and illnesses.

PLACEMENTS

The way in which you apply and conduct yourself during your apprenticeship will determine not only the level of success you achieve but also the level of respect that you will gain from your host employers, trainers, and workmates.

As an apprentice you are expected to always maintain a high standard - poor performance or presentation by any apprentice will directly reflect upon the reputation of EGT to provide quality apprentices and could lead to disciplinary action. By following a few rules, you can ensure that you get the best out of your apprenticeship to become qualified and a professional tradesperson.

- Always present for work in a clean and professional manner, this means in full EGT uniform and ensure to wear the appropriate personal protective equipment (PPE).
- Be punctual 10 to 15 mins before start time if you cannot get to work on time, make sure you phone and let your Host Employer know in advance.
- Contact your Host Employer and the EGT Office if you are going to be absent.
- Never steal from your workplace or your workmates. Never remove or take any materials or equipment for your own use without your Host Employer's clear permission.
- Make it a rule to admit to mistakes. You will be a far better tradesperson if you are honest with your trainer and yourself.
- Always clean up your workplace when you have completed the job.
- Be polite, respectful and well-mannered at all times and use appropriate language, especially to EGT Staff, your Host Employer and their clients. A positive report from a customer is music to Host Employers ears.
- Perform all duties in a manner which ensures your safety, health, and duty of care to others.
- Do not smoke / vape at work unless it is in a designated smoking /vaping area and during a break. Never smoke / vape in a client's private home or office.
- Remember that you represent an organisation which is setting the standard for apprentices in WA.
- Always try to give a little more of yourself than is expected. You will find that your actions will be repaid ten-fold.

Remember, competition for an EGT apprenticeship is high, you should value your apprenticeship and conduct yourself appropriately.

Host Employer Specifications

- A particular year of apprentice (e.g., 2nd year)
- Off the Job Training (Day or Block Release)
- Work Location/s
- Training Undertaken (Pre-App, Working at Heights, Scissor & Boom Lift etc.)
- Short- or Long-Term Placement (short term could be for block release or annual leave replacement)

Apprentice Placements

Apprentice placements are carried out by EGT Staff on a daily basis and there are many factors that are considered when determining a placement.

Apprentice New Placement Details - Via SMS

- EGT Placements advise apprentices that they have a new placement via SMS and to check their emails for the “Confirmation of Apprentice Placement” email.
- You are required to READ & RESPOND to this SMS, ASAP.

Confirmation of Apprentice Placement - Via Email

You and your new Host Employer will receive an email with details of your new placement, that will contain the following information:

- Host Employer
- Placement
- Apprentice

If you have any queries regarding your placement, it is your responsibility to contact EGT Placements on 6241 6178.

If any of your personal or licence details are incorrect, please notify EGT.

Ensure to contact your new Host Employer to introduce yourself and confirm all details.

Are you Ready for Work?
You must always have the following with you:

- Full EGT Uniform & PPE (steel cap boots, hard hat, gloves, glasses etc.)
- Tools
- RAC Book
- Energy Safety’s Electrician’s Training Licence
- White Card, Driver Licence, Working at Heights, Scissor & Boom Lift and any other licences

Host Employer Feedback

Feedback from your Host Employer to EGT is important. Feedback includes:

- Safety Awareness
- Timeliness
- Presentation/cleanliness
- Attitude
- Initiative/interest
- Housekeeping
- Year level skilled to

If you receive any NEGATIVE feedback, you will be required to meet with your Field Officer to discuss. Action may be taken according to EGT's Apprentice Disciplinary Procedure.

No Placement - What an Apprentice Is Required to Do?

Your Host Employer may inform you that your placement has ended. You should:

  - Ask for feedback.
  - Finalise timesheet; and
  - Collect your tools and belongings.

- It is your responsibility to notify the EGT Office that your placement has ended by calling 6241 6178 before 4pm.

- Failing to notify EGT that your placement has finished may result in disciplinary action.

Things to think about:

- An apprentice with great feedback, who is punctual, reliable, a hard worker and willing to learn will get more opportunities.
- Ensure your voicemail is appropriate for the workforce.
- Feedback from your Host Employer is important.

FIELD OFFICERS

All apprentices are allocated to an EGT Field Officer. Your Field Officer is your first point of contact for any concerns you may have throughout your apprenticeship.

Field Officers:

- Monitor your safety.
- Monitor your progress both on and off-the-job in conjunction with Host Employers, your RTO.
- Conduct Field Visits / Reports
- These reports monitor your attitudinal development as well as your acquisition of skills and knowledge.
- Ensure a smooth transition throughout your apprenticeship.

Please Note:
Over the duration of your apprenticeship, you will have more than one Field Officer.

Monitoring and Assessment

During your apprenticeship, your progress is monitored, assessed and evaluated, including:

- Field Assessment
- Safety
- Field Reports
- Field Officer Comments
- Supervisor Comments
- Apprentice Comments

- RTO Progress:
- Exemplar (work logs)
- Academic Statements
- Lecturer Comments/Reports

Support and Welfare

In some cases, disciplinary problems or performance issues on and off the job are indications of problems or pressures outside the immediate workplace.

EGT offers apprentices access to a free counselling service, should they require advice, information or assistance on a confidential and personal basis. Counselling is delivered by the external provider Ashcliffe, which is not associated with EGT.

EGT's Employee Assistance Program (EAP)

All EGT apprentices have free, confidential access to an Employee Assistance Program (EAP) provider throughout their apprenticeship. This gives you the opportunity to speak with an experienced counsellor about any issues which might be preventing you from performing at your best in your personal or working life.

Ashcliffe Psychology

How to contact EGT's EAP - Ashcliffe Psychology

Ashcliffe Psychology will not release details of your concerns to EGT or your host employer, but they can make recommendations, help seek solutions and identify better ways of dealing with any concerns you may have.

If you are comfortable speaking with your Field Officer or another staff member from EGT, feel free to contact them if you have any questions about this service. Otherwise, you may contact Ashcliffe Psychology directly on 1800 468 001.

1800 468 001

Mates in Construction (MIC)

Mates in Construction (MIC)

If you or someone you know is doing it tough, the MATES Helpline is available 24/7 on 1300 642 111.

TIACS

TIACS

TIACS is a free mental health service, available to all, with no GP referral required. Call or text 0488 846 988, between 8am and 10pm AEST (Mon-Fri).

Beyond Blue

Beyond Blue

Beyond Blue is a safe space to get one-on-one mental health help from qualified counsellors. Phone 1300 22 4636 or use their new webchat service.

Lifeline

Lifeline

24/7 Crisis support and suicide prevention is available through Lifeline. You can contact Lifeline by phone on 13 11 14, text 0477 13 11 14 or chat online.

Injury Management

EGT is committed to preventing workplace injuries. However, if you do sustain a workplace injury or illness EGT is committed to assisting injured workers to return to work as soon as medically appropriate and EGT will adhere to the requirements of the *Workers' Compensation and Injury Act 1981*, the *Workers' Compensation and Injury Management Regulations 1982* and the *Workers' Compensation Code of Practice (Injury Management) 2005*.

Steps to be taken when an incident happens in the workplace

- Immediate on-site first aid treatment (if required).
- It is the responsibility of the **Host Employer, Tradesperson and EGT Apprentice** to immediately report the incident to the EGT office by phone **(08) 6241 6100.** This call will be directed to the appropriate Field Officer or the WHS team.
- **Do not** assume the other party has called an incident in to EGT. Do this yourself and make sure you speak to a person i.e. don't just leave a message, talk to someone so that we can ensure you get the immediate assistance you may need.
- The WHS team will advise the injured party of the closest preferred medical provider, RediMed facility.
- After treatment, arrangements will be made to complete the necessary Workers' Compensation and incident investigation documentation with the apprentice involved and the WHS team.

By reporting your injury immediately and supplying the required documentation (i.e. all medical documentation, completed RAC etc). EGT can ensure that injured apprentices make a speedy, safe and positive return to work following a workplace injury or illness. It will also contribute to effective incident investigations to prevent recurrences.

Injury In Your Own Time

- It is the apprentice's responsibility to report to their Field Officer or the EGT Office if they have sustained an injury out of work hours that will hinder them from working as an apprentice electrician.
- Injured apprentices will be able to return to their apprenticeship duties once they are declared 100% medically fit. A medical certificate will be required.
- You cannot return on light duties after an injury in your own time without written permission from the General Manager of EGT.

Understanding Your Responsibilities

Apprentice Disciplinary Procedure
EGT adopts a disciplinary process to address minor and ongoing points of concern with apprentices.

Grievances and Disputes
Grievances and Disputes commonly relate to issues such as:

- Attitude or approach towards work
- Responsibilities to the training agreement
- Employment conditions
- Type of work/training outcomes
- Safety

Grievances may include:

- A disagreement
- Misbehaviour
- Concern over progress

Disputes may include:

- Serious disagreements
- Misconduct
- Wilful neglect
- Gross misbehaviour
- Poor performance
- Failing to obey lawful instructions

EGT will aim to settle all grievances and disputes with fairness and equity to all parties involved.

Dispute Resolution
As per Section 29 of the MA000025.

Serious Misconduct
In cases of serious misconduct an employer may suspend the apprentice while applying to terminate the training contract. The apprentice cannot attend the workplace but can continue with their off-the-job training during the suspension.

Generally, 'serious misconduct' means conduct which is of a criminal nature and which occurs in the workplace, such as theft, violence and/or fraud.

Drugs and Alcohol
Any EGT apprentice found to be either in possession of, or under the influence of, drugs or alcohol during working hours (this includes attendance at your RTO) will be immediately stood down in accordance with ETI's Alcohol and Other Drugs Management Program.

All apprentices are tested regularly throughout their apprenticeship in accordance with policies and procedures.

Anti-Discrimination

EGT is an Equal Opportunity Employer and does not condone any form of discrimination. Forms of Discrimination include:

- Age
- Family responsibilities
- Sexual orientation
- Gender
- Marital status
- Religious and/or political convictions
- Race or ethnic origin
- Impairment or disability

Harassment, Bullying and Violence in the Workplace

Workplace bullying is **repeated**, **unreasonable** or **inappropriate behaviour**, directed towards a worker or group of workers, which creates a risk to health and safety.

Everyone has the right to work in an environment free from any form of Harassment, Bullying, Violence or Aggression.

Motor Vehicles

The following rules apply to all EGT apprentices who may be required to use their Host Employer's vehicle from time to time. Permission must be given by the Host Employer before you can drive their vehicle and may only be used for the purpose to which permission was given.

- No apprentice may use a Host Employer's vehicle without being a holder of a current and valid WA Driver's Licence for the relevant class of vehicle.
- If you are a holder of a provisional licence, "P" plates MUST be displayed.
- Apprentices must notify EGT and their Host Employer of any change with respect to the status of their Driver's Licence (i.e. suspension, cancellation, additional classes etc).
- While you are under 25 years old additional excess (cost to make an insurance claim) may apply or you may not be covered at all so you must ensure your Host Employer is aware of your age so they must check you are insured to drive the vehicle.
- It is the driver's responsibility to ensure any load which the vehicle is carrying, is properly secured before starting the journey.
- Any defect which becomes apparent while you are in charge of a Host Employer's vehicle must be reported to your Host Employer immediately.
- If a Host Employer's vehicle is found to be un-roadworthy, do not drive it. Report any un-roadworthy vehicles to your Host Employer immediately.

Road Traffic Rules

All Road Traffic Rules shall be observed at all times:

- Seat belts must be worn.
- Vehicles are to be driven at a safe speed for the prevailing road and load conditions.
- Posted speed limits will be adhered to at all times.

Infringements

The driver of the vehicle is responsible for any infringements and parking fines received.

SUPERVISION

When you meet your Supervising Electrical Worker (tradie) for the first time, take a few minutes to discuss your trade knowledge, work skills and experience to date. With this information your Supervising Electrical worker will have a more accurate idea of your work competencies.

Levels of Supervision for Apprentices

Three different levels of supervision are defined in detail in Regulation 50 and briefly summarised below:

(1) Direct Supervision

“Direct” supervision applies where the apprentice requires constant guidance and monitoring by the supervising electrical worker to ensure the work task is carried out safely and correctly.

The supervising electrical worker must remain on the same work site as, and in close proximity to, the apprentice.

(2) General Supervision

“General” supervision applies where the apprentice requires periodic guidance and monitoring to ensure the work task is carried out safely and correctly.

The supervising electrical worker must remain on the same work site as the apprentice and be readily available to provide guidance and assistance.

(3) Broad Supervision

“Broad” supervision applies where the apprentice does not require ongoing guidance and monitoring while performing familiar tasks.

The supervising electrical worker does not need to remain on the same site as the apprentice but must, as a minimum, attend the work daily to provide initial instruction and to verify the electrical work has been carried out safely and correctly.

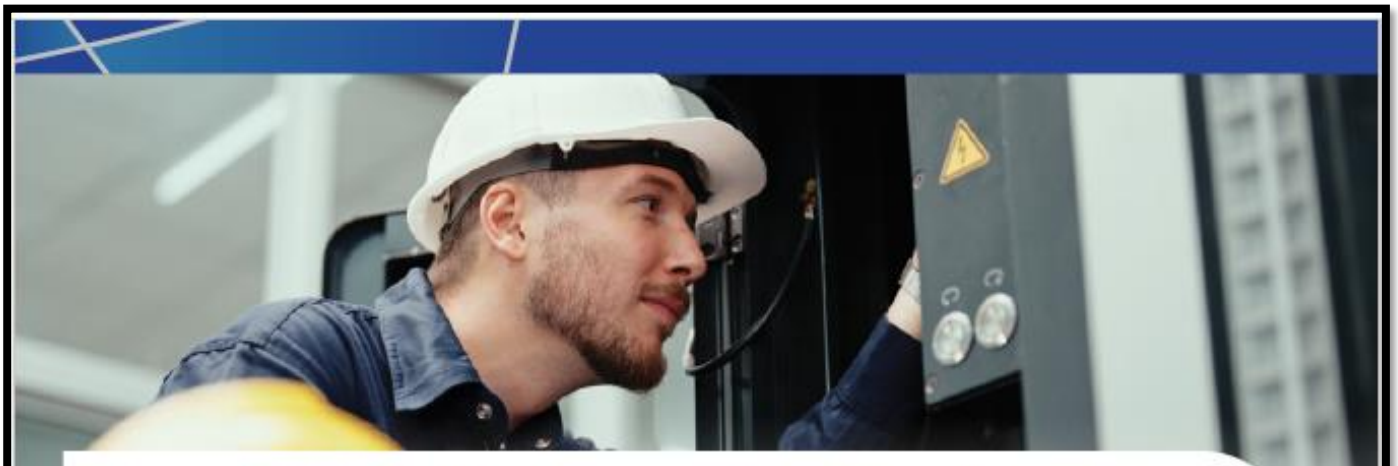
Determining the Appropriate Levels of Supervision for Apprentices

The following information is from Department of Energy, Mines, Industry Regulation and Safety Building and Energy WA "Safe working guidelines for electrical workers and apprentices February 2025" booklet.

3.6.2 Determining the appropriate levels of supervision for apprentices

The following table provides guidance to employers and supervising electrical workers on appropriate minimum levels of supervision of apprentices at different stages of training and for different work types (de-energised only), subject to assessment by the supervising electrical worker.

Type of work (de-energised only)	Apprentice Training year	Recommended minimum supervision level
New electrical installations (not connected to electricity supply)	1st 2nd 3rd 4th or final	General General Broad Broad
Maintenance, alterations, and additions to existing electrical installations (isolated and proven de-energised by supervising electrical worker)	1st 2nd 3rd 4th or final	Direct General General Broad
Workshop assembly and maintenance of electrical equipment (not connected to electricity supply)	1st 2nd 3rd 4th or final	General General Broad Broad
Tag and lockout procedure on de- energised installations and equipment (isolated and proven de-energised by supervising electrical worker)	1st 2nd 3rd 4th or final	Direct General General Broad
Testing and fault-finding on de- energised installations and equipment (not connected to electricity supply or isolated and proven de-energised by supervising electrical worker)	1st 2nd 3rd 4th or final	Direct Direct General General



The level of guidance required by an apprentice can be expected to diminish gradually over the course of the apprenticeship, as increasing competence is attained and demonstrated by the apprentice. However, the appropriate level should be applied at any time based on the supervising electrical worker's assessment of the apprentice's competence to perform each task. For example, a task being performed for the first time or in an unfamiliar environment in the final year of training may initially require direct supervision for that particular task.

The levels of supervision applied in practice will vary from the recommended minimum levels subject to a diligent assessment by the supervising electrical worker of the nature of the work, the specific circumstances and risks, and the competence of the apprentice to perform the task (i.e. energisation of equipment – apprentice to verify).

The methodology for assessing the level of supervision for an apprentice (de-energised work only) is captured within Appendix 3, page 41.

3.6.3 Restrictions for apprentices working on or near energised equipment

Work on or near energised electrical circuits and equipment by any electrical apprentice is prohibited by the ELR except in certain prescribed circumstances as provided within Section 6.6, page 30.

3.6.4 Testing and fault finding by an apprentice

The ELR permits an electrical apprentice to carry out isolation, testing and fault finding on energised equipment under strictly limited circumstances as provided within Section 6.6, page 30.

Restrictions On Apprentices Working On Or Near Energised Equipment

The following information is from Department of Energy, Mines, Industry Regulation and Safety Building and Energy WA "Safe working guidelines for electrical workers and apprentices February 2025" booklet.

6.6 Restrictions on apprentices working on or near energised equipment

Work on or near energised electrical circuits and equipment by any electrical worker is prohibited by the Electricity (Licensing) Regulations 1991 except in certain prescribed circumstances and subject to performing a detailed risk assessment and formal documentation of a safe work method statement.

6.6.1 Testing and fault finding

The ELR permits an electrical apprentice to carry out isolation, testing and fault finding on energised equipment in the following strictly limited circumstances (in combination):

- only in the final year of training;
- only if assessed by the supervising electrical worker as being competent to perform the task safely; and
- only under direct supervision, with the supervising electrical worker in close proximity to the apprentice for the duration of the task.

In all cases, the supervising electrical worker is responsible for the risk assessment, safe work method statement, instruction and direct supervision of the apprentice and final verification and testing of the work.

Notes:
All EGT apprentices MUST accompany the tradesperson to the switchboard to gain knowledge of the isolation process and to witness the circuit being isolated, tagged and tested.

Activities not considered to be LIVE WORK are Fault Finding and Commissioning. Some Electrical commissioning or electrical fault finding work is permitted if absolutely necessary and safe.

The following information is from Department of Energy, Mines, Industry Regulation and Safety Building and Energy WA "Safe working guidelines for electrical workers and apprentices February 2025" booklet.

Adaptation of the levels of supervision can be done using the following methodology, provided that the recommended minimum levels of supervision of Section 3.7.1, page 15 are still met:

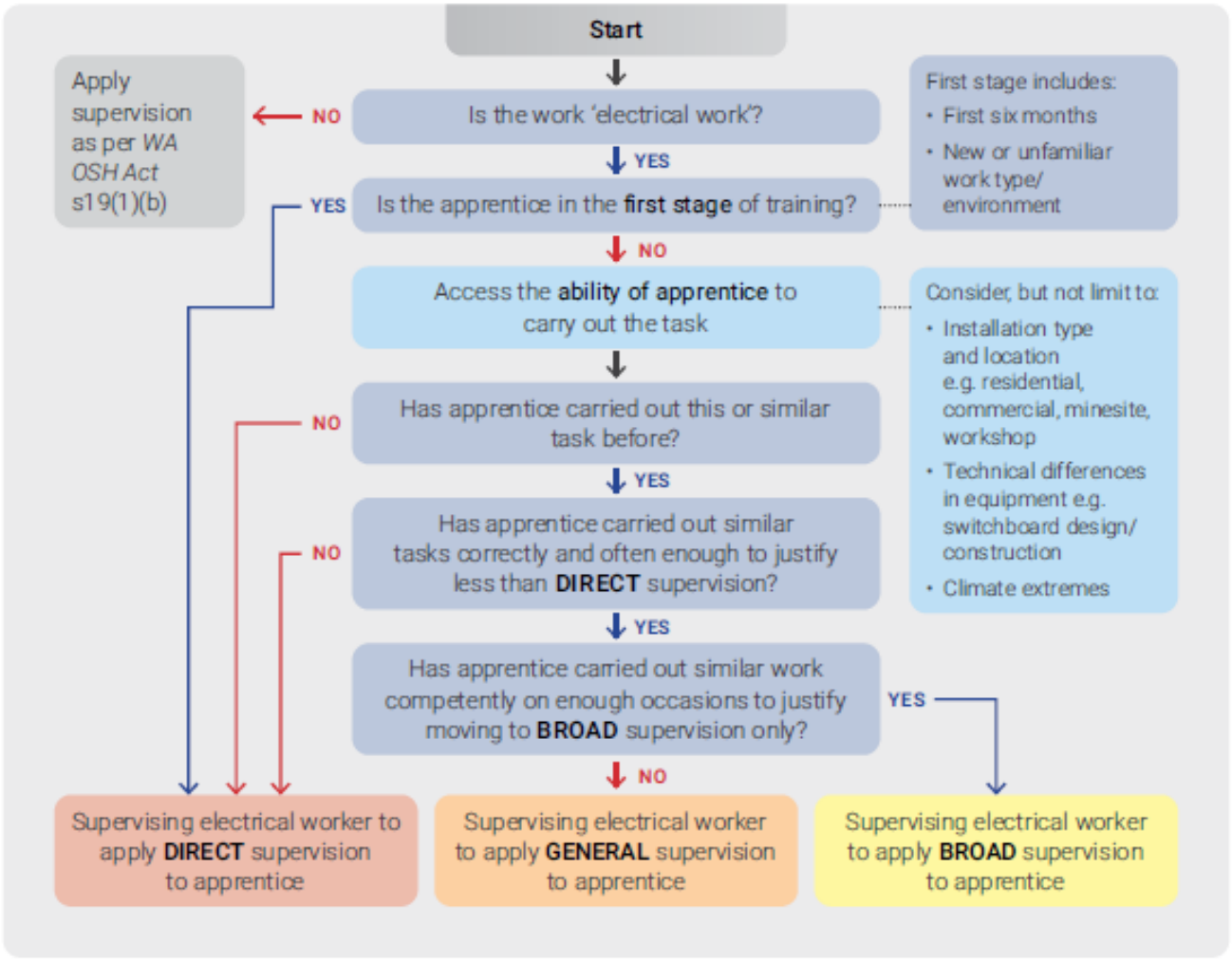


Figure 5: Adaptation of the levels of apprentice supervision

From the start of workplace training and prior to commencing work, apprentices should participate in the isolation and de-energisation procedure as follows:

- after observing that the supervising electrical worker has proven the circuit or equipment as de-energised and fitted their tags and locks, personally verify by electrical testing, that the circuit or equipment is de-energised (TEST BEFORE YOU TOUCH); and
- once proven as de-energised, follow the tag and lockout procedure and apply personal tags and locks.

This flowchart illustrates the appropriate steps for the supervising electrical worker to carry out such an assessment.

ELECTRICAL SAFETY

- Report any electrical hazards to your supervisor immediately.
- Do not attempt to repair electrical equipment. You are not qualified or licensed to do so.
- Exercise care when handling ladders, long pipes, conduits, or other metal objects to avoid contact with overhead wires, light fittings etc.
- Never work near exposed electrical equipment or conductors without first having them declared safe by your Supervising Electrical Worker.
- Only qualified electrical personnel are to isolate electrical circuits or equipment.
- Before working on any circuit that has been isolated by a supervising electrical worker, first check that the circuit is tagged, then test to ensure it is de-energised prior to touching.
- Apprentices must attach personal danger tags to any isolation point.
- Where practicable, positive locking devices shall be used in conjunction with danger tags to prevent inadvertent operation.
- Do not deliberately spray water or liquid on any electrical equipment, motors, or tools.
- All electrical equipment used on site should be checked and tagged by qualified electrical personnel. Damaged equipment or leads are not to be used.
- All live electrical cabinets, switchboards, meter boxes and distribution boards may only be worked on by qualified electrical personnel.
- Report all incidents including shocks and near misses.

LIVE WORK IS NOT TO BE CARRIED OUT BY ANY EGT APPRENTICE

HIGH VOLTAGE WORK IS NOT TO BE CARRIED OUT BY ANY EGT APPRENTICE

RESPECT ELECTRICITY, IT CAN KILL

Reporting Electrical Accidents / Incidents

You are required to report ALL incidents, accidents or near misses IMMEDIATELY to:

- On-Site Supervisor / Host Employer.
- Your EGT Field Officer, WHS Team or an EGT Staff member.

Important things to note:
All injuries, even minor can become major injuries unless properly and promptly treated.

Regardless of the type of injury, you MUST be seen by a doctor on the same day or as soon as practicably possible after the injury occurs.

Doctor's visits can be arranged by EGT on your behalf.

Reporting Electrical Accidents / Incidents to the Network Operator and to WorkSafe

Network operators (in Perth Western Power) and Building and Energy have statutory roles to investigate all electrical accidents. In this way, the causes can be determined and procedures set in place to prevent a recurrence.

Regulation 63 of the *Electricity (Licensing) Regulations 1991* provides for reporting electrical accidents.

Where an accident has caused, or is likely to cause, danger to a person or property, any person who is aware of the accident or danger must report the fact to the relevant network operator and the Director of Building and Energy.

If the person cannot identify the relevant network operator, the fact must be reported to the Director of Building and Energy.

If the person aware of the occurrence is an employee (i.e. apprentice), it is sufficient for the matter to be reported to his or her employer.

An employer receiving a report of an electrical accident must report the matter to the relevant network operator (and the Director of Building and Energy if the network operator cannot be identified).

Reports to the Director of Building and Energy may be made by telephoning 1800 678 198 (all hours) This phone number is for use inside Western Australia only.

For Reporting to the Network Operator

Electricity (Licensing) Regulations 1991 - Reg 63

63. Electrical accidents to be reported

(1) In this regulation —

electrical accident means an accident —

(a) that results from a sudden discharge of electricity or that otherwise has, or is likely to have, an electrical origin; and

(b) that causes, or is likely to cause, danger to life, a shock or injury to a person or loss of or damage to property;

employee includes a person engaged under a contract for services;

employer includes a person who engages another person under a contract for services.

(2) Subject to subregulations (4), (5) and (6), immediately after a person becomes aware that an electrical accident has taken place, the person is to report the accident —

(a) to the relevant network operator; or

(b) if the person is unable to identify the relevant network operator — to the Director.

(3) Subject to subregulation (7), immediately after a network operator becomes aware that an electrical accident has taken place (by being given a report under subregulation (2) or otherwise), the network operator is to report the accident to the Director.

(4) Immediately after an employee becomes aware that an electrical accident has taken place at the employee's workplace, he or she is to report the accident to the employer concerned and the employer is then to comply with subregulation (2).

(5) It is a defence to a charge under subregulation (2) (as read with regulation 65(1)) for the person charged to prove that, at the relevant time, the person believed on reasonable grounds that the accident had already been reported to the relevant network operator or to the Director (as the case requires) by another person.

(6) It is a defence to a charge under subregulation (4) (as read with regulation 65(1)) for the person charged to prove that, at the relevant time, the person believed on reasonable grounds that the accident had already been reported to the employer concerned by another person.

(7) A network operator is not required to report to the Director that an electrical accident has taken place if —

(a) the electrical accident is an incident of which the Director is required to be given a notification under the *Electricity (Network Safety) Regulations 2015* regulation 23(1); and

(b) the network operator has given the required notification to the Director.

(8) Nothing in this regulation requires the Director to report that an electrical accident has taken place.

[Regulation 63 inserted: Gazette 31 Dec 2007 p. 6532-3; amended: Gazette 5 Aug 2015 p. 3184.]

For Reporting to WorkSafe

Types of serious illness or injury

This page is for: Employer Employee / worker Mine operator Miner Petroleum operator

If a serious injury or illness arises through the conduct of a business or undertaking, the PCBU must ensure the regulator is notified immediately. The regulator is notified by calling 1800 678 198 (24 hours).

For general workplaces you may also be asked to lodge information online.

All mining notifications of a serious injury or illness must also be made online after calling, via the Safety Regulation System (SRS).

All petroleum and geothermal notifications of a serious injury or illness must also be made online after calling. If you cannot complete the interactive form, complete the Environmental and reportable incident/non-compliance reporting form.

Types of serious illness or injury

Serious illness or injury of a person means an injury or illness requiring the type of treatment indicated in the table below, or the work related infections or zoonoses listed on this page.

Definitions

'Immediate treatment' means the kind of urgent treatment that would be required for a serious injury or illness. It includes treatment by a registered medical practitioner, a paramedic or registered nurse.

'Medical treatment' refers to treatment by a registered medical practitioner (a doctor).

Even if immediate treatment is not readily available, for example because the incident site is rural or remote or because the relevant specialist treatment is not available, the notification must still be made.

Types of treatment ⊕

Notification is also required for the following serious illnesses and diseases: ⊕

What is a dangerous incident?

This page is for: Builder Building practitioner Building surveyor Business / company Caravan / residential park operator Commercial tenancy Consumer Cooperative Debt collector Developer Electrical contractor / worker Employee / worker Employer Employment agent Gas worker Government sector employers Health and safety representative Licence holders Limited partnerships Mine operator Miner Motor industry Not for profit Painter Permit authority Person Conducting a Business or Undertaking Petroleum operator Plumber Property industry Retirement village owner / operator Small business and farmer Tradesperson Travel agent

If a 'dangerous incident' arises through the conduct of a business or undertaking the regulator must be notified immediately.

Where the dangerous incident is currently life-threatening, the PCBU should ensure the regulator is notified by calling 1800 678 198 (24 hours).

Where the dangerous incident is not currently life-threatening, the notifiable incident can be lodged online instead.

- General workplaces
- Mining
- Petroleum and geothermal energy operations

Types of dangerous incidents

A dangerous incident is defined as any incident in relation to a workplace that exposes any person to a serious risk resulting from an immediate or imminent exposure to:

The regulator must be notified of any incident in relation to a workplace that exposes any person to a serious risk resulting from an immediate or imminent exposure to:

- an uncontrolled escape, spillage or leakage of a substance
- an uncontrolled implosion, explosion or fire
- an uncontrolled escape of gas or steam
- an uncontrolled escape of a pressurised substance
- electric shock:
    - examples of electrical shock that are not notifiable
        - shock due to static electricity
        - 'extra low voltage' shock (i.e. arising from electrical equipment less than or equal to 50V AC and less than or equal to 120V DC)
        - defibrillators are used deliberately to shock a person for first aid or medical reasons
- examples of electrical shocks that are notifiable
    - minor shock resulting from direct contact with exposed live electrical parts (other than 'extra low voltage') including shock from capacitive discharge
- the fall or release from a height of any plant, substance or thing
- the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be design or item registered under the WHS regulations, for example a collapsing crane
- the collapse or partial collapse of a structure
- the collapse or failure of an excavation or of any shoring supporting an excavation
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel, or
- the interruption of the main system of ventilation in an underground excavation or tunnel.

There are additional classes of dangerous incidents for petroleum operators.

ISOLATION AND TAGGING

Isolation provides protection against hazardous energy sources including electrical, mechanical, hydraulic, pneumatic, thermal, and stored energy. The main isolation we are discussing here is electrical isolation.

Always ensure that the isolation procedure is completed and tested with a multimeter.

I	Identify
I	Isolate
T	Test
T	Tag

How do I correctly use the IITT?
An apprentice is not allowed to isolate an energy source, unless a final year apprentice and under direct supervision. However, electricity is not something to take a risk with and with this in mind an EGT apprentice is to complete their IITT checklist (which stands for Identify, Isolate. Tag, Test) with their supervising tradesperson. They should be checking off the steps as they observe the supervising tradesperson carrying them out as listed below.

Notify all concerned parties of pending isolation
This step is checked when the supervising tradesperson (or team member) has let everyone on site know that all or part of the power is going to be turned off.

Test Tester on known live source
This step is checked when the supervising tradesperson has tested the testing equipment that they have chosen to use on a known live source.

IDENTIFY circuit or circuits to be isolated
This step is checked off when the circuit that is to be worked on has been identified.
NOTE in a domestic residence if you are entering the roof space the main switch and any other source of energy MUST be isolated.

ISOLATE circuit or circuits (Main Switch where possible)
This step is checked once the energy source that was identified has been isolated.
NOTE where possible you should isolate the main switch or isolation point closest to the energy source to reduce your exposure to working on or near live parts.

Lockout and attach INDIVIDUAL Danger TAG
An apprentice will carry out this step, All workers Should attached their own danger tag or lock out tool to check this step.
NOTE whenever possible it is recommended to use a tag and lock as a tag is easily removed or if not well secured can drop off.

TEST circuit to validate
After isolating the identified energy source, A supervising tradesperson should then use their tested tester to check that the cable or equipment that is going to be worked on has in fact been isolated. Once this has been verified check this step.

Re-Test Separated Conductors for possible back feed
While testing the identified circuit to work on, the individual cables and conductors should be separated and retested individually to identify any possible back feeds from other non-isolated energy sources.
There is 2 sections for a signature, this should be signed by the apprentice and supervising tradesperson.

Remember your ABC – Assume nothing, Believe no-one, Check everything

The following information is from Department of Energy, Mines, Industry Regulation and Safety Building and Energy WA "Safe working guidelines for electrical workers and apprentices February 2025" booklet.

7.2 Securing the isolation with locks

Where a facility exists to lock a switch in the "OFF" position, it must be used. Where a facility does not exist, a portable lock-out device ("lock dog") must be fitted to the switch mechanism to prevent closing.

Locks are for the safety of personnel and:

- they must be uniquely keyed so that they can be fitted and removed only by the person owning the lock;
- all persons involved in carrying out the work must fit their own lock at the same isolation point(s). This may require the use of a multi-lock security device;
- They must be clearly labelled (with a personal identification tag or Danger tag) to identify the owner and the nature of the electrical work being undertaken; and
- they must be removed upon completion of work or at the end of the shift (if the work will be continued by others, who must fit their own locks).

7.3 Danger tags

A Danger tag on an item of equipment is a warning to all persons that the equipment must not be operated, as lives may be placed in danger.

Danger tags are for the safety of personnel and:

- they must be attached in a prominent position at each isolation point;
- they must be fitted and removed only by the person who signed the tag;
- all persons involved in carrying out the work must fit their own Danger tag at the same isolation point(s); and
- they must be removed upon completion of the work or at the end of the shift (if the work will be continued by others, who must fit their own Danger tags).

7.4 Out-of-service tags

This tag is used to identify appliances or equipment that are out of operation for repairs or alterations or are still in the process of being installed. While an Out-of-Service tag is fitted, the appliance or equipment must not be operated.

Out-of-Service tags are for the safety of personnel and security of equipment and must be:

- attached in a prominent position at the point of isolation of the appliance or equipment that is being worked on; and
- fitted and removed only by authorised persons.

MULTIMETER

A Multimeter is a measuring instrument that can measure multiple electrical properties. A typical Multimeter can measure voltage, resistance, and current.

All EGT apprentices receive a Multimeter as part of their initial tool kit and it is recommended to replace your Multimeter as soon as possible if it is lost or broken.

Apprentices will be shown correct use of a Multimeter during the hand skills section of their induction and will be guided by their tradesperson on correct use throughout their apprenticeship.

VOLT STICKS

What is a volt stick?

A volt stick or a non-contact tester is a testing device that detects the presence of AC voltages in a cable or piece of equipment, without the need to make direct contact with conductive material. A built-in sensor at the tip of the tester detects the presence of voltage when touching a conductor, outlet or supply cord, without the need to penetrate or cut the insulation. When the tip glows red and the unit beeps (not all brands will beep), you know that there is potentially a voltage present.

Correct use of a volt stick

Volt sticks should never be used to confirm that a circuit is correctly isolated, that is a job for a tradesperson (or final year apprentice under direct supervision) with a multimeter. Voltsticks are used as a final safety check for an individual to confirm that what they are about to touch isn't energised.

To ensure that you get an accurate reading from your volt stick, the best practice is to:

- Check your volt stick on a known live source. If your volt stick has an audible beep and the audible beep fails to sound or the tip doesn't brightly light up, you may need to change the batteries.
- Ensure that the object you are testing is separated from other conductors or equipment so that there is no doubt about what you are testing.
- Move your volt stick close to the object you want to test. Be careful and stay clear of any potentially live parts.
- Run the volt stick slowly along both sides of the cable or around the object, checking it is de-energised.
- If a voltage is present, your volt stick will light up and (if applicable) beep. Alert your tradesperson so they can do further tests.
- If your volt stick has indicated that the cable or object does not have voltage, test your volt stick again on a known live source to ensure it is working correctly.

Repeat these steps until you are satisfied that you have correctly identified that there is no voltage present before commencing work.

Maintenance of a volt stick

To ensure your volt stick is in the best possible condition to work correctly, there are a few maintenance steps that should be followed:

- Store your volt stick in a safe place where it won't get damaged (e.g. not in the bottom of your toolbox). The tip at the end of your tester is easily damaged and will be ineffective if it's broken.
- Replace your batteries regularly. Low batteries can give you an incorrect indication on your volt stick
- Always test your volt stick before use. EGT apprentices are expected to use their volt stick to test before you touch to confirm all equipment to be worked on is de-energised before starting work.

WORKPLACE HEALTH AND SAFETY PROCEDURES

Codes of Practice

For all approved Codes of Practice, please refer to:
https://www.commerce.wa.gov.au/worksafe/approved-codes-practice

The Need for Safety Awareness

You are about to commence a career in the Electrotechnology Industry which will, at times, require you to work in situations and with materials that are potentially hazardous when proper safety procedures are not followed.

The industry experiences a number of serious work-related accidents each year and statistics kept by WorkSafe WA show that industry employees are 3 times more likely to be injured at work than as a result of a traffic accident.

Being aware of the hazards that can be encountered and having a clear understanding of your responsibilities towards workplace safety, not only helps keep you from being injured, but can also help to prevent hazardous situations from injuring others in the workplace.

The *Work Health and Safety Act 2020* and the subsequent Regulations are designed to promote and improve the standards of safety and health in the workplace and to facilitate the co-ordination and administration of the laws relating to occupational safety and health.

This manual (in additional to EGT's Apprentice Library of Documents) will assist you to become aware of your responsibilities, as workers under the Act and to help you to identify common workplace hazards.

Workers must ensure that all the safety information described in these manuals is read and understood and that the company's safety policies and procedures are complied with by law.

Duty of Workers

Your duty as a worker is an obligation to avoid causing foreseeable harm to yourself or another person/s. Wherever you work you are required by law to act with care for yourself and others.

Under WHS ACT 2020, Workers have a duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of other persons. Workers must comply with any reasonable instructions, as far as they are reasonably able, and cooperate with any reasonable health and safety policies or procedures that have been notified to workers. If personal protective equipment (PPE) is provided by the business or undertaking, the worker must, so far as they are reasonably able, use or wear it in accordance with the information and instruction and training provided.

It is the duty of all workers including contractors to report unsafe working conditions and unsafe work practices to their supervisor immediately.

It is EGT's responsibility to ensure all workers are placed with Host Employers who meet our safety requirements, and that all workers are correctly trained, instructed, advised and have access to all relevant safety information.

All apprentices are required to comply with EGT's safety policies and procedures and those of their Host Employers, Training Providers and requirements of particular work sites. With attention to regulations and adherence to your tradesperson's instruction, you will enjoy a safe and healthy work environment.

Workers Compensation

EGT believes that anybody injured in the course of employment is entitled to the best available care. We are committed to starting the rehabilitation process immediately.

EGT has a strong focus, on return to work strategies that assist workers to make an early, safe and full return to work duties.

Workplace Safety Guidelines

EGT guidelines apply to all EGT apprentices either while on the job or at college. When working in ANY location, you will be expected to follow the guidelines listed below as well as any specific safety instructions that apply to the Host Employers client or work site.

IF YOU HAVE ANY DOUBTS about safety for any task or location, it is YOUR responsibility to check with your supervisor before proceeding. If you are still concerned that you are being asked to work unsafely, contact your Field Officer or EGT.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

EGT provides the following equipment to all apprentices. If for any reason an apprentice leaves the employment of EGT within their probation period (including extended probation periods), a nominal fee of $100.00 will be charged to the apprentice for the uniform that was supplied by EGT.

EGT issues apprentices with Personal Protective Equipment (PPE) at no cost to apprentices.

EGT Uniform

All apprentices will be supplied with EGT uniform and is replaced on a reasonable wear and tear basis or yearly.

The Armour Management Solutions Uniform Shop is open by appointment only. This means you will need to book an appointment time before your next visit. This applies to uniform fittings and collection.

Should further clothing be required, apprentices can purchase them by contacting the Armour Management Solutions Uniform Shop.

EGT's uniform policy requires long pants and long sleeves at all times. Long sleeves are not to be rolled up. They are there to protect your arms so should be rolled down to the wrist and buttoned.

Uniforms **are not** rags and should not be used to wipe silicone, solvents or glues off your hands, gloves, tools or other materials as these do not wash out and damage the material leading to early wearing out of uniforms. EGT recommends a rag or golf style towel clipped to your belt or tucked into a pocket if you often require wiping such substances.

Safety Footwear

All apprentices are required to wear safety footwear at all times whether attending work or college. EGT supplies you with one pair of safety boots and replaces them on a reasonable wear and tear basis or yearly. You may purchase your own boots and get partially reimbursed as per EGT's Apprentice uniform & PPE Policy.

Hand Protection

EGT supply you with gloves and a glove clip to secure your gloves to your belt, best practice is to **wear gloves at all times**, only taking them off when they prevent you from completing a task and once a risk assessment has been completed for completing the task without gloves as per EGT's Uniform and PPE Policy.

Hearing Protection

Earmuffs are supplied at the start of your apprenticeship only and are required to be worn when working in a noisy environment. Disposable earplugs are provided thereafter and are available from your Field Officer or Armour Management Solutions Uniform Shop.

Respiratory Protection

A dust mask is supplied and is required to be worn whenever working in a dusty environment.

Safety Helmets

Safety helmets are supplied and must be worn at all workplaces or sites where it is a statutory or site requirement and in any situation where there is a risk of objects falling from above.
Safety Helmets should be replaced after any impact incident.

Eye & Face Protection (Safety Glasses and Goggles)

Safety glasses can protect your eyes from flying debris, dust, and other harmful particles that could potentially harm your eyes.

Additional eye protections such as goggles, face shields or similar may be required to be worn for eye and face protection as required by particular tasks.

Your vision is a precious asset that needs to be protected while working.

Safety glasses and safety goggles are supplied by EGT and are required to be worn in the workplace whenever there is a risk from flying debris, dust, and other harmful particles.

All other eye and face protection that may be required should be supplied by your host employer.

Sunscreen / Hats / Tinted Glasses

In the summer months caps or hats, sunscreen and tinted glasses are highly recommended when working in UV exposed areas and are available from EGT and your Field Officer.

Additional Personal Protective Equipment

You will not be expected to provide all of your own protective equipment. Your Host Employers will provide you with additional protective equipment not supplied by EGT where it is a special requirement of the work being carried out.

If the Host Employers fails to supply protective equipment when necessary to carry out the work as instructed, contact your Field Officer immediately.

If you are unsure of the protective equipment required on a specific task - ask your supervisor or call your Field Officer.

Initial Tool Kit

EGT has available to apprentice's initial tool kits for purchase (the purchase price is at EGT's cost price).

Please Note:

- It is mandatory for all new apprentices to purchase EGT's Initial Tool Kit unless EGT deems you exempt (normally reserved for experienced apprentices with complete tool kits).
- Your tools are your responsibility and are NOT insured by EGT.
- Please look after them and insure them.
- It is your own responsibility to check with your host employer the status of insurance and safety if leaving your tools on site.

HAZARD IDENTIFICATION

Identifying Hazards

The first step in the risk management process is to identify the hazards associated with the work being carried out.

Examples of hazards include:

- the workplace itself, including its location, layout, condition and accessibility
- the use of ladders
- incorrectly erected equipment
- unguarded holes, penetrations and voids
- unguarded excavations, trenches, shafts and lift wells
- unstable structures such as incomplete scaffolding or mobile platforms
- fragile and brittle surfaces such as cement sheet roofs, fiberglass roofs, skylights and unprotected formwork decks
- falling objects, for example tools, debris, and equipment
- collapse of trenches
- structural collapse
- the handling, use, storage, and transport or disposal of hazardous chemicals
- the presence of asbestos and asbestos-containing materials
- welding fumes, gases and arcs
- hazardous manual tasks
- the interface with other works or trade activities
- the physical working environment, for example the potential for electric shock, immersion or engulfment, fire or explosion, slips, trips and falls, people being struck by moving plant, exposure to noise, heat, cold, vibration, radiation including solar UV radiation, static electricity or a contaminated atmosphere, and the presence of a confined space.

Assessing the Risks

Assessing the risk includes considering:

- the severity of any injury or illness that could occur, for example is it a small isolated hazard that could result in a very minor injury or is it a significant hazard that could have wide ranging and severe effects
- the likelihood or chance someone will suffer an illness or injury, for example consider the number of people exposed to the hazard. In many circumstances, a risk assessment will be the best way to determine the measures that should be implemented to control risks for construction work.

It will help to:

- identify which workers are at risk of exposure
- determine what sources and processes are causing risk
- identify if and what kind of control measures should be implemented
- check the effectiveness of existing control measures.

Controlling the Risks

The WHS Regulations may require specific control measures to be implemented in certain circumstances.

For example, the risk of collapse of trenches 1.5 metres or more in depth must be controlled with shoring, benching or battering. Where specific controls are prescribed, these must be implemented before work proceeds.

Hierarchy of Control

The following information is from Department of Energy, Mines, Industry Regulation and Safety Building and Energy WA "Safe working guidelines for electrical workers and apprentices February 2025" booklet.

There are many dangers that an employee or employer may be exposed to whilst at work during the course of the working day. These dangers could include both electrical and non-electrical risks. It is recommended that you take the time to familiarise yourself with some of these risks by visiting worksafe.wa.gov.au/work-health-and-safety-guides.

4.1 Managing risk using the hierarchy of control

The hierarchy of control can be used as an effective tool to deal with health and safety issues at work. You should use control measures from as high on the hierarchy of control list as possible. If that is not possible the next option down the list or a combination of the measures should be implemented. The least effective control measure is the use of personal protective equipment (PPE), and it should be used as a last resort or as a support to other control measures to minimise the consequence or severity of an accident. Information and training should be integrated with all levels of control to explain how controls work.

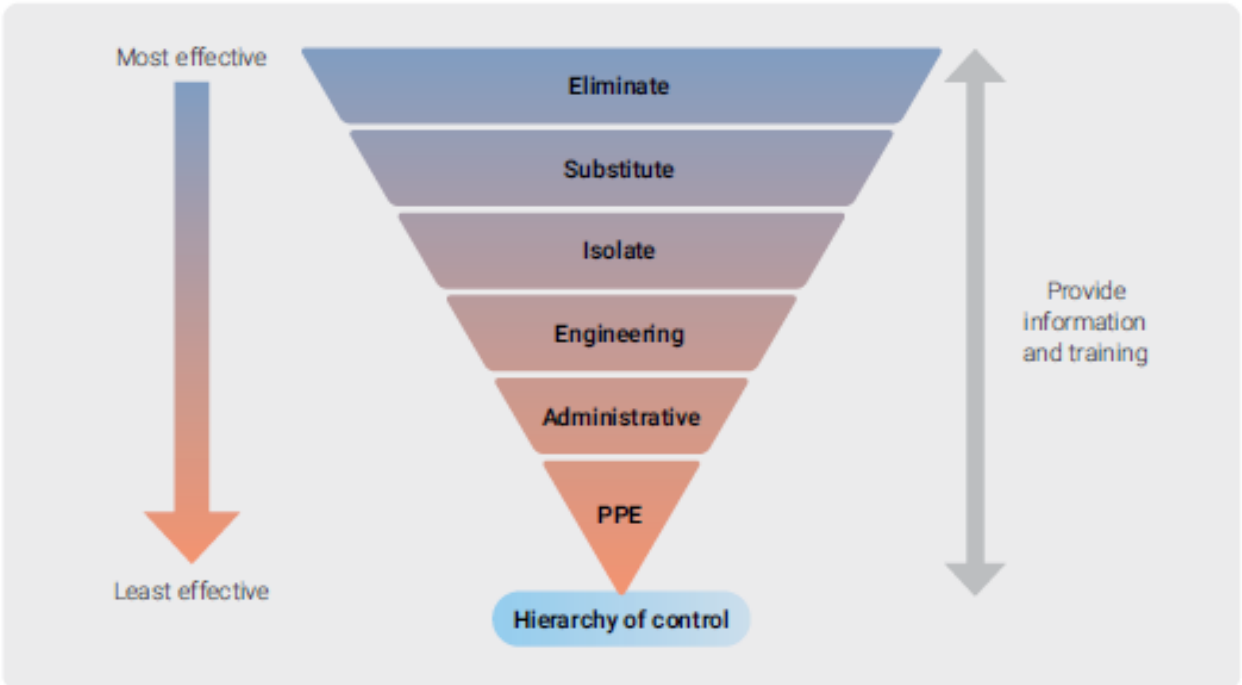


Figure 1: Hierarchy of control

Safe working guidelines for electrical workers and apprentices 2025 | 17

The hierarchy of controls is a structural method for keeping workers safe from occupational hazards.

Elimination
Elimination, or physically removing a hazard from a workplace, is the most effective stage of the hierarchy of controls. When hazards are eliminated or removed from a work environment, they no longer have the potential to negatively impact workers. Examples of elimination could be:

- Redesign a process to eliminate the use of hazardous equipment or product.
- Perform tasks at ground level rather than working high above ground.
- Store goods at lower heights so workers don't have to climb tall heights and risk fall injuries or fatalities.

Substitution
Substitution, or replacing a hazardous item or activity with something less hazardous, is the second-most effective stage of safety control. Substitution serves a similar purpose to elimination, as it removes a hazard from the workplace or decreases the potential for the hazard to negatively affect workers. Examples of substitution could be:

- Replace a caustic cleaning agent with a non-toxic alternative.
- Substitute a solvent-based paint with water-based paint.
- Using a battery powered tool where the power cord of a tool could be damaged.

Isolation
This involves physically separating workers from hazards. By isolating the hazard, you reduce or eliminate the risk of exposure and potential harm to individuals.

Engineering
Engineering controls are achieved by designing purposeful solutions that physically separate workers from hazards. They are physical in nature. Examples of engineering controls could be:

- Fence around dangerous high-voltage equipment.
- Install guardrails at worksites that are high above ground.
- Use concrete barriers to separate pedestrians and workers from powered mobile plant.
- Install guard rails around holes.

Administrative
Administrative controls are work methods or procedures designed to minimise exposure to a hazard. In most cases, administrative controls use systems of work to control the risk. Example of administrative controls include:

- Developing procedures on how to operate machinery safely.
- Limiting exposure time to a hazardous task
- Using signs to warn people of a hazard.

Personal Protective Equipment (PPE)
PPE limits exposure to the harmful effects of a hazard and is the least-most effective stage of the hierarchy of controls. Examples of PPE include:

- Eye and face protection (goggles and masks)
- Head protection (hard hats)
- Foot protection (safety boots)
- Hand protection (gloves)
- Body protection (long and long)
- Hearing protection (earplugs)

Psychosocial Hazards In The Workplace

WHS regulations 2022 (General) refers to the requirements of identifying and managing psychosocial hazards in the workplace. There is 3 code of practice documents to help with further information in regard to these hazards.

EGT focuses on protecting workers from psychosocial hazards considering it of equal importance to preventing physical injuries.

What is a Psychosocial Hazard?

Psychosocial hazards at work are aspects of work and work situations which can lead to psychological or physical harm.

These stem from:

- the way the tasks or job are designed, organised, managed and supervised
- tasks or jobs where there are inherent psychosocial hazards and risks
- the equipment, working environment or requirements to undertake duties in physically hazardous environments
- social factors at work, workplace relationships and social interactions.

Workplace psychosocial hazards are related to the psychological and social conditions of the workplace rather than just the physical conditions. These include stress, fatigue, bullying, violence, aggression, harassment and burnout, which can be harmful to the health of workers and compromise their wellbeing.

Both short- and long-term exposure to psychosocial hazards may cause harm to a person. For example, while exposure to severe, short-lived (acute) psychosocial hazards such as experiencing violence at work may result in harm to health (e.g. acute-stress disorder, posttraumatic stress disorder), it is important to also recognise that the cumulative effect of low-level exposure to psychosocial hazards can also lead to psychological or physical injury. People may experience multiple psychological and physical symptoms of harm as a result of exposure.

Common Workplace Psychosocial Hazards and Examples
(Extensive copy in Psychosocial hazards in the workplace - code of practice).

Hazard	Example
Poor leadership practices and workplace culture	• a leadership practice that tolerates or permits inappropriate or unreasonable workplace behaviors • leadership that does not respect diversity in the workplace such as ethnicity or sexuality • limited or no management accountability in managing psychosocial hazards and risks
Work demands	• unachievable work pace and time pressure • excessive or insufficient workload • repetitive or monotonous tasks • sustained concentration • high mental workload • extended work hours or roster length • a large number of consecutive days worked • exposure to emotionally distressing situations (e.g. first responders)
Inadequate support	Tasks or jobs where workers have insufficient or inappropriate: • support from leadership, supervisors or co-workers • information or training to support performance • equipment or resources to do the job
Poor organisational justice	• unfairness in the allocation of resources • bias in the approval of worker entitlements (e.g. annual leave)
Remote work	• limited access to reliable communication technology • limited access to preferred support network • limited access to recreational activities • interruption and reduced capacity to fulfil usual roles and commitments in family, community and other social networks • challenges with reintegration to home and work environments after being away from them • few opportunities to escape work issues and work relationships
Fatigue	Jobs where there are: • high cognitive demands, such as sustained concentration • extended work hours
Burnout	Emotionally demanding work with low support and control, and insufficient time for rest and recovery

Controls for psychosocial Hazards
Everyone has a role to play in preventing workplace injuries and maintaining a safe workplace on both a physical and psychological level. Managing the risks of psychosocial hazards in a workplace can be done in the same manner as the physical hazards:

Identify - Identify the potential and existing psychosocial hazards and risks in your workplace

1. Access - Access the risks you just identified
2. Control – Control the identified risks by making the changes necessary following the hierarchy of control
3. Review – Regularly monitor and review the control measures in place for effectiveness and make changes where needed

EGT assists all our host employers to meet their needs to provide you a safe workplace for both physical and psychosocial aspects and checks for anti bullying and other policys and procedures at every host employers annual safety assessment.

If you witness or experience any uncontrolled psychosocial hazard in your workplace tell you supervisor or your EGT field officer

Hazardous Manual Tasks

What Is A Hazardous Manual Task?

A hazardous manual task is a task requiring a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing involving one or more of the following:

Forces
The term ‘force’ is used here to describe the amount of muscular effort required to perform a movement or task. Forceful muscular exertions overload muscles, tendons, joints and discs and are associated with most MSDs.

Repetitive force using force repeatedly over a period of time
Examples of repetitive force include:

- lifting and stacking goods onto a pallet
- repetitively pressing components with the thumbs or other part of the hand to assemble an item

Sustained force occurs when force is applied continually over a period of time
Examples of sustained force include:

- pushing or pulling a trolley
- holding down a trigger to operate a power tool
- supporting a light fitting while fixing it to a ceiling
- carrying objects over long distances

High force occurs when increased muscle effort is required in response to a task.
It may be from the back, arm or leg muscles or by the hands and fingers. High force occurs in any task that:

- Is very demanding physically
- a worker needs help to complete because a greater force is required
- requires a stronger person or two people to complete.

Examples of high force include:

- lifting, lowering or carrying a heavy object
- lifting, lowering or carrying an object that cannot be positioned close to the body
- pushing or pulling an object that is hard to move or stop
- applying uneven, fast or jerky forces during lifting, carrying, pushing or pulling
- applying sudden or unexpected forces

Examples of high force using the hands and fingers include:

- using a finger-grip, a pinch-grip or an open-handed grip to handle a heavy or large load
- operating hand tools with tight squeeze grips
- needing to use two hands to operate a tool
- gripping small instruments with high force

Sudden force jerky or unexpected movements while handling an item or load.
These movements are particularly hazardous because the body must suddenly adapt to the changing force. Tasks where force is applied suddenly and with speed also generate high force.

Examples of sudden force include:

- impact recoil of a large tool
- throwing or catching objects
- cutting reinforcement steel with large bolt cutters or large gauge cable
- carrying an unbalanced or unstable load, that suddenly moves

Movement
Repetitive movement using the same parts of the body to repeat similar movements over a period of time.

Examples of repetitive movement include:

- lifting goods from a conveyor belt and packing them in a carton
- repeatedly reaching for and assembling components in electronics manufacturing
- using a socket and ratchet or spanner to unscrew long bolts.

Posture
An ideal posture is one where the body is in a neutral position with the:

- trunk and head upright and forward facing
- arms by the side of the body
- forearms either hanging straight or at right angles to the upper arm
- hands in the handshake position.

Postures that are both awkward and sustained are particularly hazardous.
Note: no one posture is suitable for all tasks or positions.

Sustained posture where part of or the whole body is kept in the same position for a prolonged period

Examples of sustained posture include:

- supporting plasterboard sheeting while it is nailed into place or an over head pendant light while its being installed
- continually standing with weight mainly on one leg
- prolonged sitting at a workstation.

Awkward posture where any part of the body is in an uncomfortable or unnatural position.
For example:

- unbalanced or asymmetrical postures
- postures requiring extreme joint angles or bending and twisting.

Examples of awkward posture include:

- squatting while servicing plant or a vehicle
- working with arms overhead
- bending over a desk or table
- using a hand tool that causes the wrist to be bent to the side
- kneeling while terminating
- bending the neck or back to the side to see around bulky items pushed on a trolley

Vibration
Whole body vibration occurs when vibration is transmitted through the whole body, usually via a supporting surface, such as a seat or the floor in heavy vehicles or machinery. This may result in lower back pain, degeneration of the lumbar vertebrae and disc herniation.

Examples of whole body vibration include:

- operating mobile plant such as EWP
- driving a vehicle over rough terrain

Hand–arm vibration: occurs when vibration is transferred through a vibrating tool, steering wheel or controls in heavy machinery to the hand and arm. This can disrupt blood circulation in the hand and forearm and damage nerves and tendons. Localised vibration contributes to ‘vibration-induced white finger’ and ‘carpal tunnel syndrome’ through the gripping force needed to hold the vibrating tools (the tighter the grip, the more vibration is absorbed) and the repetitive shock loads of some tools.

Examples of hand–arm vibration include:

- using impact wrenches, chainsaws, jackhammers, grinders, drills or vibrating compacting plates

Identify a Hazardous Manual Task

A task involves a risk of an MSD developing if you answer 'yes' to any of the following:

- repetitive movement?
- sustained or awkward postures?
- repetitive or sustained forces?

As a general guideline, 'repetitive' means a movement or force is performed more than twice a minute; 'sustained' means a posture or force is held for more than 30 seconds at a time.

The risk increases as the degree of bending and twisting increases. The risk is greatest when the postures and movements are extreme, that is, towards the end of the movement range, and when they feel uncomfortable. The risk also increases as the magnitude of the force, the frequency of actions and the speed of actions increase.

If you have assessed a task as involving postures, movements or forces that are also repetitive or sustained, you should consider the duration of the task. The longer the task is performed, the more hazardous it is likely to be.

When considering the duration of a task, you should think about whether you are performing a range of tasks that use the same parts of the body to repeat similar movements. This will assist in determining the duration of a manual task undertaken and your ability to assess the overall risk.

As a general guideline, long duration means the task is done for more than a total of 2 hours over a whole shift or continuously for more than 30 minutes at a time.

Examples of postures and movements posing a greater risk if they are repetitive or sustained are:

- Bending the back or head forwards or sideways more than 20 degrees
- Bending the back or head backwards more than 5 degrees or looking up
- Twisting the back or neck more than 20 degrees
- Working with one or both hands above shoulder height
- Reaching forwards or sideways more than 30 cm from the body
- Reaching behind the body
- Standing with most of the body's weight on one leg
- Twisting, turning, grabbing, picking or wringing actions with the fingers, hands or arms that include excessive bending of the wrist
- Working with the fingers close together or wide apart
- Squatting, kneeling, crawling, lying, semi-lying or jumping
- Very fast movements; for example, rolling cable form large reels

Does the task involve high or sudden force?

High or sudden forces can cause an MSD even if they are not repetitive or sustained. This means a task involving high force may be a risk, even if it is only done occasionally or for short periods. The longer and more often force is applied and the higher the force, the greater the risk.

The risk in tasks involving high or sudden force is related to:

- the intensity of the force needed – forceful muscular exertions place high stress on the muscles, tendons, joints, ligaments and vertebral discs
- the speed involved – fast movements, particularly if repeated, can injure muscles, tendons and ligaments. The rapid or sudden speed changes caused by sudden or unexpected movements are high risk
- whether the force is jerky or sudden – forces suddenly applied or stopped can overload the

muscles, tendons, joints, ligaments and vertebral discs. This can occur when throwing or catching loads, or when the load or item worked on moves unexpectedly. For example, when pulling a cable that is stuck and it suddenly comes free, or drilling masonry and the drill suddenly drops through.

High and sudden forces are commonly associated with the handling of loads that are unstable, unbalanced or difficult to hold.

Does the task involve exposure to vibration?
Prolonged exposure to vibration increases the risk of an MSD and other health problems developing. The degree of risk increases as the duration of exposure increases and when the amplitude of vibration is high.

Some examples of sources of vibration are:

- driving, particularly on rough roads
- frequent or prolonged use of hand powered tools
- use of machines or tools where the manufacturer's handbook warns of vibration
- workers being jolted or continuously shaken, and
- use of a vehicle or tool not suitable for the environment or task

What are the sources of the risk?
When conducting a risk assessment, think about the sources of any risks present in the task. These will be the things you may be able to change to eliminate or reduce the likelihood of an MSD.

For example:

- poor postures and movements may be due to the layout of the workplace
- high mental strain may be due to high job demands
- high forces may be due to the loads being handled
- the frequency and duration of the task may be due to the work organisation, limited staff numbers or increased work pace to meet tight deadlines.

For each risk factor identified, you should ask:

- where in the task is it occurring
- why is this action occurring – what is the source of the risk?

The answers to these questions will provide the information required to fix the source of the risk and control the risk of an MSD.

Some sources of risk to consider are:

- work area design and layout
- the nature, size, weight or number of things handled in performing the manual task
- systems of work
- the environment in which the manual task is performed.

Each of these sources of risk is considered in more detail below. To determine whether a weight is safe to lift, you should assess all the risks present.

There is no safe weight set for all workers in all circumstances because there are too many factors contributing to the risk, not just the weight of the item.

Consider the nature, size, weight or number of things handled Loads

Loads can be a source of risk due to the amount of muscular effort needed to handle them. The harder the grip needed to control a thing, the greater the force required to handle it. The risk can arise from:

- the size, shape and weight of a load; for example, a large, bulky or heavy load that cannot be held close to the body, has asymmetrical sides or puts an uneven force on the spine
- loads that are difficult to grip because of unsuitable handles, handholds or surface textures
- unstable or unwieldy loads which may create sudden or high muscle force
- maintaining an awkward posture while carrying a load for a sustained period of time, increasing the muscular effort to undertake a task

Tools
Using unsuitable tools for the task can increase the force required or promote sustained or awkward postures. Risk can be increased due to:

- Weight – heavy hand tools, particularly if held for long periods of time, increase the force and effort required to perform a task; for example, a 3 kg power drill used unsupported on an assembly line.
- Balance – if the heaviest part of the tool is in front of the wrist, the force required to grip the tool and stop it tilting forwards increases.
- Handle design – if the handle diameter is too large or too small, the grip span of the hand will create awkward postures and greater force will be required to control the tool. A handle that is too short or has prominent edges can result in damaging compression of the palm.
- Handle orientation – if the handle design does not place the wrist in a handshake position, the worker will need to use an awkward posture to operate the tool. Tools that cannot be adapted for use by both hands or are designed for right-handed use only can result in awkward postures and increased force.
- Shock loading and impact – tools that deliver impacts such as hammers, hammer drills, and nail guns transmit impact forces to various ligaments and can require the use of a firmer grip to maintain control. They are a particular source of risk if used repetitively and for long periods.
- Prolonged use – continued use of any hand tool, even tools well suited to the user and designed for the task, without adequate time to recover will increase risk of injury due to the sustained force to support it. In particular, vibrating tools increase risk.
- Maintenance – poorly maintained or irregular service of tools and equipment may increase the effort needed to use them. For example, an unsharpened knife increases the force required to bone and slice meat.

Consider the systems of work
Systems of work, or the way work is organised, can influence the physical and mental demands that a manual task places on a worker. Physical and mental fatigue and strain can bring on physiological responses. For example, increased muscular tension can affect the function of muscles, nerves and blood vessels, increasing the risk of the worker developing an MSD.

The sources of risk arising from systems of work may include:

- time constraints
- pace and flow of work across the working day or shift
- the level of resources and guidance
- consultation processes
- staffing levels, skill mix and shift arrangements
- inadequate workplace training.

Remember workers will also have different physical and psychological characteristics and these individual factors may increase the risk.

For example:

- Skills and experience – a worker who has inadequate skills and experience for the task is likely to be at higher risk.
- Physical characteristics – an overload situation may result from a mismatch between the worker and the task.
- Unaccustomed work – workers who are new, have transferred from another job or are returning from extended leave and whose muscles are not conditioned to the work.
- Cumulative effects – for example body tissue that has been weakened by cumulative damage may be more vulnerable to injury.

Consider the workplace environment
Sources of risk arising from the work environment include:

- **Cold environments** – for example, cool rooms, freezers, cold stores or working outside in cold or wet weather can lower body and hand temperature and make handling and gripping objects more difficult. Increased grip force can also result from reduced sensitivity in cold hands or from wearing gloves. Cold can significantly increase the risk of hand–arm vibration. Working in a cold environment requires thick or heavy protective clothing that restricts movement, which can increase the risk of an MSD. It can also cause overheating of the body as the clothing does not allow heat or sweat to dissipate and may decrease the blood flow to muscles, increasing fatigue.
- **High temperatures** – including radiant heat: for example, in foundries, laundries, bakeries, kitchens, or working in hot weather can make handling and gripping objects more difficult. Workers may have difficulty grasping objects due to perspiration on the hands or there may be sudden or unexpected forces due to loads slipping.
- **Humid environments** – caused by processes such as steam cleaning, cooking or the weather can create condensation, making objects wet or damp, thereby increasing the force a worker needs to exert to handle them. If an object slips this may put sudden, unexpected forces on the worker. Humidity may also increase discomfort and fatigue.
- **Wind** – may increase the force required to handle items and reduce control while handling large objects, especially those that are flexible and have a large surface area. Sudden gusts of wind may put sudden, unexpected forces on workers. Wind chill can significantly affect the apparent air temperature. Working in low temperatures that are also windy may lower a worker's body temperature further.
- **Slippery and uneven floor surfaces** – may increase the exertion required to perform manual tasks due to difficulty maintaining stability. Unsuitable floor coverings: for example, carpet, may increase friction when moving objects like trolleys.
- **Obstructions** – caused by poor housekeeping and cleaning can lead to awkward postures; for example, when reaching or bending over obstacles.
- **Lighting** – low or high levels of lighting, glare or reflection may lead to awkward or sustained postures to improve vision or to avoid glare.

Changing the design or layout of work areas
A well-designed work area will assist in eliminating or minimising the risk factors associated with a hazardous manual task (e.g. the degree of reaching, twisting or bending).

Workstation design
Workstations should be designed to allow workers to work in an upright position, shoulders in a neutral position, not elevated, and upper arms close to the trunk most of the time without large reaches to perform the task.

Changing the nature, size, weight or number of items handled
Handling loads
Examples of control measures you should consider minimising the risks to workers when handling loads include:

- Arranging for larger loads to be shifted mechanically
- reducing the size or capacity of containers
- using handheld hooks or suction pads to move loads like sheet materials
- using grip devices adapted to the particular object to be carried

Tools And Equipment
Hand tools should be designed and selected to:

- be held in a neutral wrist or handshake position
- allow the hand to retain a comfortable grip span
- be light and well-balanced, with the heaviest part of the tool behind the wrist
- be suitable for use by either hand
- provide a good grip surface, and
- prevent a worker from adopting a pinch grip with high force or for prolonged periods.

You can minimise the level of muscular effort, particularly of the shoulder and wrist, needed to use hand tools by:

- selecting tools suited to the task
- using power tools where possible
- suspending or supporting heavy tools where they are used repetitively and in the same place
- counterbalancing heavy tools that are used repetitively and need to be kept away from the body
- using trigger locks where the grip has to be sustained for more than 30 seconds
- holding the work piece in place with either jigs or fixtures
- selecting tools that produce minimal vibration
- reducing impact shocks
- limiting torque or ‘kick back’ reactions.

Poorly maintained or irregularly serviced tools and equipment may increase the effort needed to use them, for example a hacksaw blade.

Using mechanical aids
Mechanical equipment may eliminate or reduce the need for workers to lift, carry or support items.

A wide range of mechanical aids are available for various industries:

- conveyors: roller conveyors, elevating conveyors, belt conveyors, screw conveyors, chutes, monorails or trolley conveyors
- cranes: overhead travelling cranes, gantry cranes or jib cranes, stacker cranes, industrial manipulators and articulating arms; for example, using an overhead crane to lift and move very heavy objects eliminates the need to apply high force
- lifting hoists
- loading dock levellers
- turntables

- springs or gas struts, mechanical devices: hand winches, hydraulic pumps, battery powered motors
- forklifts, platforms trucks, tractor-trailer trains, tugs, pallet trucks
- lift tables, mechanical and hand stackers, lift trolleys, two-wheel elevating hand trucks, vacuum or magnet assisted lifters
- glass panel, duct and plaster lifters
- Mechanical aids should be:
- designed to suit the load and the work being done
- adequately rated for the load • as light as their function will allow
- adjustable to accommodate a range of users
- easy to use
- suited to the environment in which the task is performed
- located close to the work area so they are readily available but do not cause an obstruction
- supported by a maintenance program to ensure they are safe and the required effort to use them is kept at the lowest possible level, and
- introduced with suitable instruction and training in their use.

Before using a mechanical aid in the workplace, you must ensure you are adequately informed, trained, and supervised to ensure you do not introduce any additional risks.

Pushing and pulling loads
Pushing loads is preferable to pulling because it involves less work by the muscles of the lower back, allows maximum use of body weight, less awkward postures and generally allows workers to adopt a forward-facing posture, providing better vision in the direction of travel. You can reduce the effort required to start the load in motion by:

- using motorised push/pull equipment such as tugs or electric pallet jacks
- positioning trolleys with wheels in the direction of travel
- using large power muscles of the legs and whole body momentum to initiate the push or pull of a load.
- You can reduce the effort to keep the load moving by:
- using motorised hand trucks and trolleys that are easy to operate
- ensuring hand trucks and trolleys are well maintained and adjustable to accommodate the range of users
- ensuring the hand truck or trolley is correctly designed for the load
- treating surfaces to reduce resistance when sliding loads.

You can reduce the effort needed to stop the load by:

- indicating the exact place where loads need to be delivered
- planning the flow of work
- encouraging workers to slow down gradually, and
- fitting brakes and speed limiters so speed can be controlled, particularly if there is a need to stop quickly to avoid other traffic.

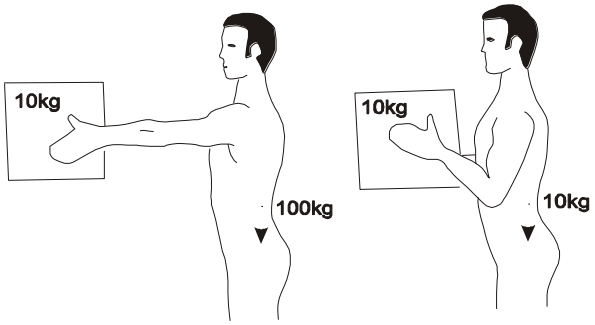
Manual Handling Techniques

Incorrect lifting and handling of heavy materials are the most common causes of work-related injuries. Following a few simple rules may prevent serious injury or permanent disability.

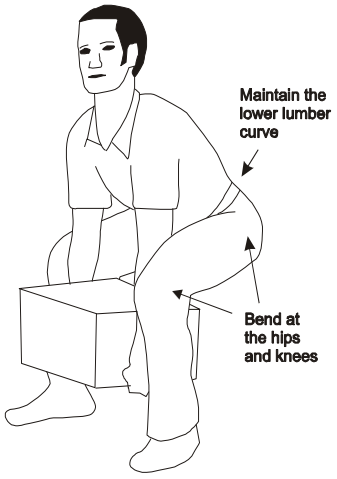
1. If it is too heavy for you, do not try to lift it on your own.
2. Stand as close as possible to the load to be lifted.
3. With your knees bent, grasp the object firmly and lift by straightening your legs, using the large muscles of the upper leg to lift and not your back. Keep you back as straight and as near to vertical as possible while completing the lift.
4. Always wear gloves when handling sharp edged, corrosive, hot, cold or rough materials.
5. Watch your step. Beware of floor conditions, steps, slopes, obstructions or uneven ground.
6. Watch out for your hands. Avoid pinching, scraping or crushing injuries.
7. Stack tidily and securely.
8. Bend your knees to lower the load - do not bend your back.

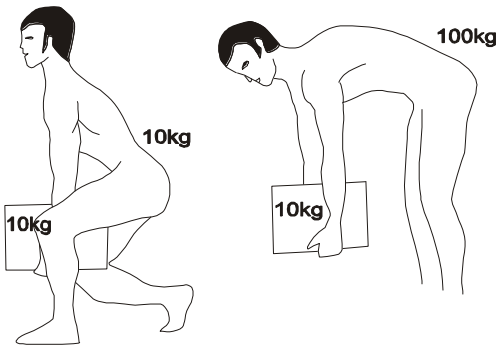
For further information please refer to EGT's Manual Handing Guidelines.

Hug the load close to your body, this will reduce the load on your lower back. A load held at arm's length will create a force 10 times as great on your lower back.

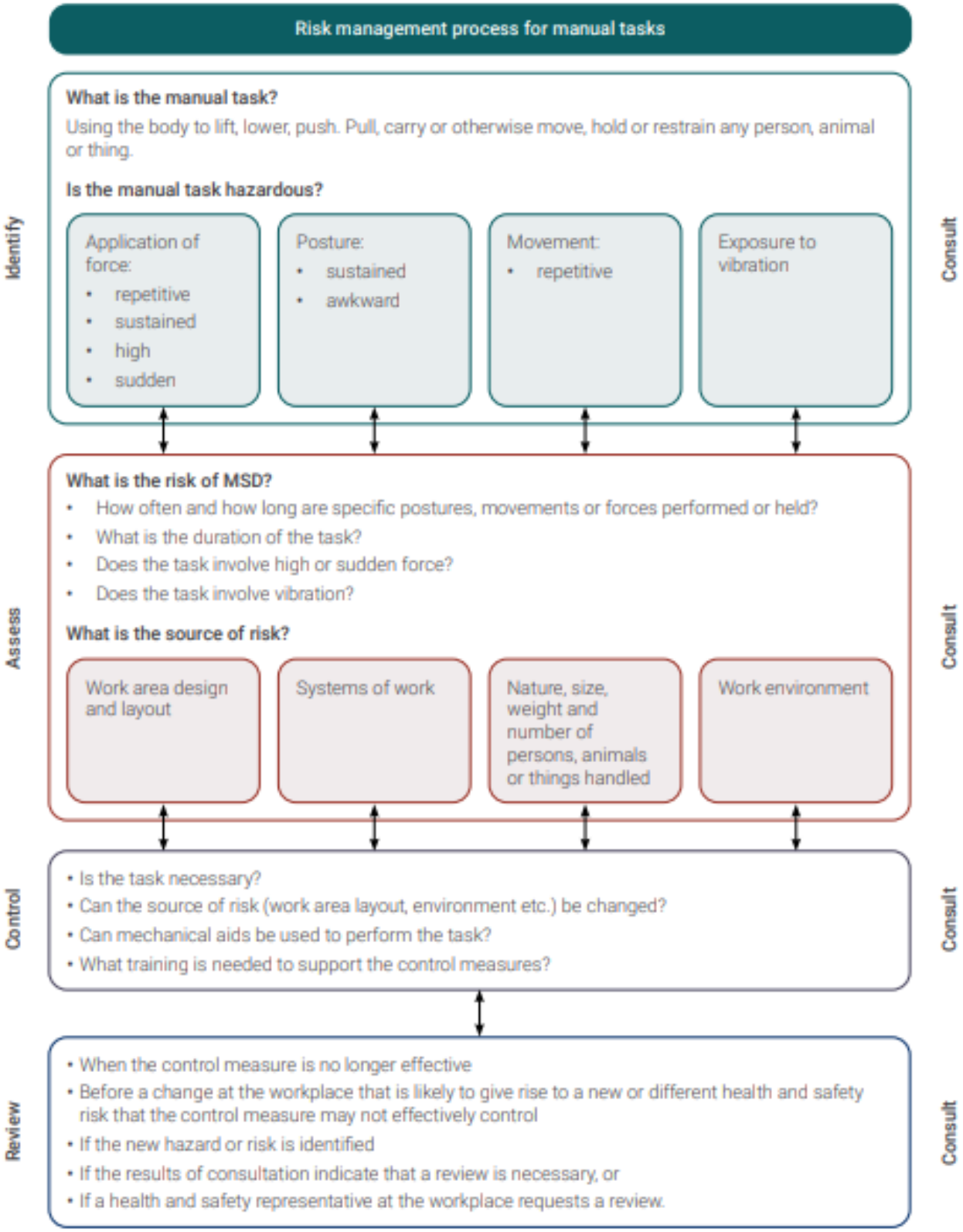


Never bend your back, bend at the hips and knees use your thigh and leg muscles to lift, they are the strongest part of your body. When about to lift a load, raise your chin, this will ensure a straight spine.





Risk Management Process for Manual Tasks



What Is A Musculoskeletal Disorder (MSD)?

The term ‘MSD’ refers to an injury to, or a disease of, the musculoskeletal system, whether occurring suddenly or over time.

An MSD may include:

- sprains and strains of muscles, ligaments and tendons
- back injuries, including damage to the muscles, tendons, ligaments, spinal discs, nerves, joints and bones
- joint and bone injuries or degeneration, including injuries to the shoulder, elbow, wrist, hip, knee, ankle, hands and feet
- nerve injuries or compression (e.g. carpal tunnel syndrome)
- muscular and vascular disorders as a result of hand–arm vibration
- soft tissue injuries including hernias
- chronic pain.

An MSD can occur in two ways:

- gradual wear and tear to joints, ligaments, muscles and inter-vertebral discs caused by repeated or continuous use of the same body parts, including static body positions
- sudden damage caused by strenuous activity, or unexpected movements such as when loads being handled move or change position suddenly.

Injuries can also occur due to a combination of the above mechanisms.

OTHER COMMON WORKPLACE HAZARDS

Common injuries in the workplace not already covered include:

Cuts

Many of the tools, equipment, and materials you will be working with can cause this type of injury. You need to ensure that the correct cutting tools are used and are handled carefully and are not carried or used in such a manner that may cause an injury to yourself or others. Be particularly careful when using power saws, angle grinders, hole saws etc. as these tools do not discriminate between building material and human flesh.

Eye Injuries

There are many situations in the workplace where you may be at risk of getting foreign objects or substances in your eyes. Use of power tools of any type, sanding, using chemicals etc can all cause eye injuries. Welders and electrical short circuits can cause short or long-term eye damage.

There are a couple a simple steps you can take to prevent these types of injuries:

AT ALL TIMES WEAR SAFETY GLASSES OR GOGGLES WHEN ON SITE;

Use appropriate eye protection if welding (welding mask);

Wipe dust and dirt off your face before removing your safety glasses to prevent this material from entering your eyes after you take off your glasses;

Wear glasses when drilling to prevent foreign bodies damaging your eyes;

Wear safety glasses when removing ceiling tiles; and

Exercise extreme caution when working near electrical equipment or chemicals.

Burns

Burns can occur from:

- Heat: welding, soldering, and burning off
- Chemicals: paint stripper, solvents, fluxes
- Sun: sunburn
- Electricity: short circuits

To minimise the risk of burning you should always:

- Cover exposed skin (face/eyes, arms, legs) when welding;
- Use appropriate eye, face, and hand protection;
- Do not expose skin to chemicals – wear gloves;
- Read warning labels before using chemicals;
- Wear sunscreen and a hat when working outdoors; and
- Follow regulations regarding electricity.

Protection:

Overalls/long and long:	Will protect your skin from burns and spills.
Proper footwear:	Will help prevent slipping and will protect your feet from falling objects.
Ear plugs:	Will help prevent hearing loss.
Hard hats:	Will help prevent head injuries from falling objects.
Safety Glasses:	Will help protect your eyes.
Long sleeve shirts and hats	Will help prevent sunburn and skin cancer.

Remember: you must wear the protective clothing, footwear and safety glasses supplied by EGT and/or your Host Employer.

Housekeeping

Good housekeeping promotes a safe working environment and includes all practices that keep the work area equipment organised, clean and clear of rubbish and obstacles.

1. Keep all work areas free from debris, off-cuts, and waste materials. All work areas should be cleaned up and cleared of materials and equipment immediately upon the completion of the job.
2. Nails protruding from timber, boxes or crates should be removed or bent over to make them safe.
3. Never throw tools from overhead workplaces.
4. Scraps of wire, nuts, bolts, washers, fixings etc. should not be allowed to accumulate. Remove them periodically and sort them into appropriate containers.
5. Return all tools and containers that have held flammable liquids carefully.
6. Avoid liquid spills. If they occur, clean them up promptly.
7. Keep access ways clear and unobstructed at all times.
8. Do not leave stock on the floor or protruding from racks. Put it away properly.
9. Use compressed air equipment safely and responsibly
10. Keep change rooms and staff facilities clean and tidy.

First Aid in the Workplace

Providing immediate and effective First Aid to workers or others who have been injured or have become ill in the workplace may reduce the severity of the injury or illness.

In some cases it could be the difference between life and death.

Under the WHS Regulations 2022, Reg 42, a Person in Charge of a Business or Undertaking (PCBU) must ensure that each worker at a workplace has access to appropriate facilities for administering First Aid and that there are an appropriate number of trained workers to administer First Aid.

During the initial induction at your workplace ensure that you are aware of the location of these facilities and who are the trained First Aiders. This information should also include the procedures for reporting injuries and illnesses.

The Working Environment

Due to the diverse types of working environments a risk assessment should be undertaken to identify the types and potential for injury or illness.

Following is a chart identifying the more common workplace hazards and their potential for injury or illness.

First Aid Signs

The following signs are example of what to look for when identifying the location of First Aid facilities.

Other signage may also include:

This sign will advise of the location of the Automated External Defibrillator. An AED may reduce the risk of fatality from cardiac arrest.

The nominated First Aiders will have received training in the use of this equipment.

The Contents of the First Aid Kit

The contents of the First Aid Kit should provide basic equipment for administrating First Aid for injuries including:

- Cuts, scratches, punctures, grazes, and splinters
- Muscular sprains and strains
- Minor burns
- Amputations and / or major bleeding wounds
- Broken bones
- Eye injuries
- Shock

It is important to report the usage of First Aid stock to the appropriate nominated person, to ensure that stock is replaced as soon as practical after use.

First Aid Procedures
Within the workplace there will be procedures on how to access and administer First Aid and implement the process to manage emergencies.

This information will be specific to the workplace and will communicate the procedures on how to manage an emergency situation (including injury or illness) and the reporting requirements.

It is important to familiarise yourself with this information and participate in any drills or emergency planning.

PREVENTING THE RISK OF FALLS IN THE WORKPLACE

EGT will send you for training on safe work at heights and on the operation of boom lifts under 11 meters (yellow card) in the first few months of your apprenticeship.

Falls are a major cause of death and serious injury in Australian workplaces. Fall hazards are found in many workplaces where work is carried out at height, for example stacking shelves in warehouses and retail outlets, working on a roof, unloading a large truck or accessing silos. Falls can also occur at ground level into holes, for example trenches or service pits.

Identifying Hazards Likely to Cause a Fall

Identify all locations and work tasks that are reasonably likely to cause injury due to a fall. This includes access to and exit from the areas where work is to be carried out
Key things to look for include:

- edges – requiring protection for example open edges of floors, working platforms, walkways, walls or roofs
- holes, openings or excavations – requiring guarding
- surfaces, including: – their stability, fragility or brittleness – their strength or capability to support loads – the slope of work surfaces – the potential to slip, for example where surfaces are wet, polished or glazed, and – the safe movement of workers where surfaces change.
- levels – where levels change and workers may be exposed to a fall from one level to another
- structures – the stability of permanent and temporary structures
- the ground – the evenness and stability of the ground for safe support of a scaffold or work platform
- the working area – whether it is crowded or cluttered
- safe means of access to and exit from the workplace and working area, and
- hand grip – places where hand grip may be lost.

Particular attention should also be given to work tasks that are carried out:

- near unprotected open edges, for example near roof and elevated floor edges, incomplete stairwells or leading formwork edges
- using equipment to work at the elevated level, for example when using elevating work platforms (EWPs) or portable ladders
- on any structure or plant being constructed or installed, demolished or dismantled, inspected, tested, repaired or cleaned
- on or alongside a fragile surface, for example cement sheeting roofs, rusty metal roofs, fiberglass sheeting roofs and skylights
- on a potentially unstable surface, for example areas where there is potential for ground collapse
- on a sloping or slippery surface where it is difficult for people to maintain their balance, such as on glazed tiles or wet surfaces
- near a hole, shaft or pit into which a worker could fall such as trenches, lift shafts, service pits or floor and column penetrations.

Work On The Ground Or On A Solid Construction
The most effective control measure is to eliminate the risk of a fall, so far as is reasonably practicable. This can be achieved by working on the ground or from a solid construction.

Work On A Solid Construction
Working on a solid construction provides an environment where the risk of a fall may be eliminated.

Barriers
A solid construction should have barriers around its perimeter and any openings, including:

- the perimeters of buildings, balconies or other structures
- floors, including mezzanine floors
- openings in floor or roof structures
- perimeters of skylights or other fragile roof materials.

Barriers may be permanent, for example a parapet on a balcony, or temporary.

Void Covers
Where workers are working from trestles, ladders and mobile scaffolds on a solid construction and they are located in close proximity to floor openings such as stairwells and partially completed floors, edge protection will not prevent a fall into the opening. These openings and penetrations must be made safe immediately after being formed. For openings and holes in floors (dimension more than 200 mm x 200mm but less than 2 metres x 2 metres or with a diameter greater than 200mm or less than 2 metres) there must be a cover provided, marked with a warning. This cover must be strong enough to prevent people or objects from falling through and should be securely fixed to prevent dislodgement or accidental removal. This cover cannot be used as a working platform.

Entry and Exit
The solid construction must have a safe means for people to enter and exit, and to move around the work area, for example using existing floor levels, permanently installed platforms, ramps, stairways or fixed ladders.

Portable stepladders and trestle ladders should not be used for entries or exits, and single or extension ladders should only be used where the use of safer systems is not reasonably practicable.

Fall Prevention Devices
When work cannot be performed on the ground or from a solid construction, minimise the risk of a fall by using a fall prevention device, if it is reasonably practicable to do so.

A 'fall prevention device' is material or equipment – or a combination of both – typically designed to prevent a fall for temporary work at heights. Examples include secure fencing, temporary work platforms, guardrails and covers.

Temporary Work Platforms
A 'temporary work platform' is a working platform, other than a permanently installed fixed platform, used to provide a working area for the duration of the work.

Scaffolds
Scaffolds are a common means of providing a safe platform for working at height. A wide variety of scaffold systems are available. Specific requirements apply to some types of scaffolds under the WHS General Regulations. Scaffolding must be installed by qualified and competent worker/s.

Certain types of plant, such as prefabricated scaffolding, must be registered before the plant is used in the workplace.

Trestle Scaffolds
Trestle scaffolds are generally not suitable for working at heights of 2 metres or above.

Elevating Work Platforms (EWPs)
Elevating work platforms (EWPs) include scissor lifts and boom-type EWPs. Some are designed for hard flat surfaces only, while others are designed to be operated on rough terrain. Some types are designed for indoor use and are not suitable for windy conditions outdoors.

The main hazards related to the use of EWPs are contact with electric lines, overturning the machine, falling from the work platform, and potential crushing hazards when elevating the platform or moving laterally.

Workers in travel towers, boom lifts or cherry pickers must wear a properly anchored fall arrest harness. The lanyard should be as short as possible and should be attached directly to the designated anchor point on the EWP, not to the handrail (unless the handrail is the manufacturer's specified anchor point).

Persons working in scissor lifts are not required to wear a fall arrest harness. Workers using EWPs must be trained and instructed in the safe loading and safe operating procedures for the particular brand and type of plant. During the operation of the EWP, workers should not climb the work platform guardrails to gain extra height.

NOTE: Apprentices may ride in but must not operate EWP's (including scissor lifts, boom lifts or travel towers) unless they have successfully completed Yellow Card Scissor & Boom Lift training organised by EGT and obtained their High Risk Work Licence (HRWL) for the same and have been assessed as competent to operate the machine on site by their supervising electrician (or other authorised site personnel).

Perimeter Guardrails
Guardrails may be used to provide effective protection from the risk of falling.
Guardrails should incorporate a top rail 900 mm to 1,100 mm above the working surface, a mid-rail and a toe-board, except where it is impractical to do so.

Work Positioning Systems
A 'work positioning system' includes any plant or structure, other than a temporary work platform, that enables a person to be positioned and safely supported at a location in such a way that a fall is prevented. The use of a work positioning system must only be considered if it is not reasonably practicable to carry out work on the ground or on a solid construction, or by providing a fall prevention device.

Restraint Technique
A restraint technique controls a person's movement by physically preventing the person from reaching a position at which there is a risk of a fall. It consists of a harness connected by a lanyard to a suitable anchorage point or static line. This equipment must be set up to prevent the worker from reaching an unprotected edge from where a fall may occur. Inertia reels and retractable lanyards may be used as part of the restraint technique provided the restraint technique is maintained with them in their fully extended condition.

Restraint techniques must only be used if it is not reasonably practicable to prevent falls by carrying out work on the ground or on a solid construction, or minimise the risk using a fall prevention device, such as edge protection.

Restraint techniques are not fall arrest devices. Typical anchorage points for these systems are not designed for the impact loads applied in the event of a fall. Therefore, where there is any possibility that a person using a restraint technique may approach an edge from where a fall is possible, a restraint technique should not be used.

Fall Arrest Systems
Fall arrest systems such as catch platforms, safety nets and individual fall arrest systems (including anchorage lines or rails), are intended to safely stop a worker falling an uncontrolled distance and reduce the impact of the fall. These systems must only be used if it is not reasonably practicable to use a fall prevention device or work positioning system or if these higher level controls might not be fully effective in preventing a fall on their own.

Individual Fall Arrest Systems
Individual fall arrest systems are intended to arrest a falling person safely and reduce the impact of the fall. If using an individual fall arrest system, training and supervision is essential. The safe and correct use of individual fall arrest systems relies on many factors, including the design and availability of substantial anchorage points.

Workers using a fall arrest system should wear appropriate personal protective equipment (PPE) to protect them in the event of a fall, for example adequate head protection. If the equipment has been used to arrest a fall, it should not be used again until it has been inspected and certified by a competent person as safe to use.

Anchor points for work positioning systems (fall arrest, fall restraint or rope access) must be capable of withstanding the expected fall loading forces (at least 15kN).

Managing Risks of Plant in the Workplace
What is plant, in the workplace?

The Code of Practice, Managing risks of plant in the workplace, identifies Plant as including:

- Machinery
- Equipment,
- Appliances,
- Implements and tools.

Plant can include items as diverse as lifts, cranes, computers, machinery, conveyors, forklifts, vehicles, power tools, quad bikes, mobile plant, and other devices.

Inspecting of Plant
Before operating any form of plant, ensure it has been maintained as per the Manufacturers Specification. Do not operate any equipment which is damaged or in an unsafe condition.

Risk Assessments
Before attempting to work with any plant, ensure an appropriate Risk Assessment has been undertaken to identify the potential Hazards:

Example hazards to be considered as follows:

Hazard	Potential Harm
Entanglement	Being caught in a machine by loose clothing, gloves, long hair jewellery – or any other loose items as a result of contact with plant in motion e.g., gear wheels, chains and chain wheels, battery driven screwdrivers
Cutting	Involves rotating, reciprocating or transverse motion. The danger exists at the point of operation where finger, arm and other body injuries can occur. This also includes flying chips and scrap metal
Impact	Objects that strike the body, but do not penetrate. May occur as a result of putting yourself in direct line of working plant or machinery
Crushing	This occurs when the body is trapped between moving parts e.g., hand / fingers caught in the lowering arms of a scissor lift
Stabbing and puncturing	Injury as a result of the body being penetrated by machinery or machinery parts e.g., the drill of a drilling machine or the injection of fluids through the skin through explosion
Friction and abrasion	Caused by smooth parts operating at high speed e.g., belt of a sanding machine, pullies or fast-moving ropes or belts

Before operating any plant, any identified hazards must be addressed and procedures in place to prevent harm.

This can be in the form of training, SWMS, preventative actions, or operating procedures.

Control measures must be maintained so they remain fit for purpose, suitable for the nature and duration of work and are installed, set up and used correctly.

Control measures must be put in place to protect the health and safety of all workers. They should be regularly reviewed to make sure they are effective.

If control measure are not working effectively report to your supervisor, so they can be revised to ensure effectiveness in controlling the risk.

Working in close proximity to electricity
Electric lines pose significant risks, including electrocution, arcing, explosion, fire causing burns, unpredictable cable whiplash and electrifying other objects including signs, poles, trees, or branches.

Whether energised overhead or underground electric lines are carrying a voltage of 400,000V or 230V, contact with these lines can be fatal. It is not necessary to touch an overhead electric line to be electrocuted. A ‘flashover’ or ‘arc’ can electrocute a person close to a line conductor.

The following should be considered:

- Are workers or plant likely to go near electric lines? If so, how high are the electric lines and the plant?
- Are overhead electric lines hard to see in the sky or are they hidden by trees?
- Have underground electric lines been accurately located?
- Is a safety observer (spotter) in place to watch plant when it is operating close to electric lines?
- Has Energy Safety (WA) been contacted for information about specific requirements when working near electric lines, including the qualifications required for those people working near electric lines?
- Have emergency rescue procedures been established, including calling the electricity supply authority to isolate the electricity supply before trying to rescue a person receiving an electric shock?

Using plant in the workplace

Before operating any form of plant, ensure it has been maintained as per the Manufacturers Specifications.

Take all reasonable steps to ensure that all safety features, warning devices, guarding, operational controls, emergency stops are used in accordance with instructions and information that they have provided.

Do not operate any plant or equipment which is damaged or in an unsafe condition.

The operation of certain plant in the workplace may require a high-risk licence – never operate any plant or equipment if you do not hold the appropriate training (Licence).

LADDER SAFETY

Falls from Ladders have resulted in a significant number of serious and fatal injuries, even when working at relatively low heights. Ladders should only be considered after safer alternatives, like working at ground level, using an elevated work platform (EWP) or scaffold.

You should only use a ladder if you are competent and trained to set up and use the ladder correctly.

Selection of Ladders

Ladders should be selected to suit the work requirements. In doing this, you should consider the duration of work, the physical surroundings, type of work being carried out and the weather conditions where you are working.

Some examples are:

- metal ladders or metal reinforced ladder should not be used for live or potentially live work.
- Step and platform ladders should only be used for working from and not for access or exit from a work area.
- Platform ladders provide an improved level of fall protection over traditional ladders for longer tasks as they include a small working platform and partial handrail.

Positioning and Setting Up Ladders

Ladders used at a workplace should be set up on a solid and stable surface, and to prevent the ladder from slipping.

Some examples of slip prevention are:

- Single or extension Ladders
- Non-slip feet
- Placing the ladder at a correct slope of 4:1 (the distance between the ladder base and the supporting structure should be about 1m out for every 4m of ladder height)
- Securing the ladder at the top or bottom, or even both where required
- Having a second person ‘foot’ the ladder
- Spurs, used when set up in slippery, uneven or icy surfaces.

- Where single or extension ladders are used for entry of exit, you should also check that:
- There is a firm, stable work platform, free from obstructions, where you will step from the ladder
- The ladder extends at least 1m above the stepping-off point
- Fall protection is provided at the stepping-off point where people access the working platform where required.

- Step and platform ladders:
- Non slip feet
- Set up in the fully open position
- Having a second person ‘foot’ the ladder

- Setting up a ladder in the following situations will require additional safety precautions to be considered:
- In access areas or doorways (i.e. erect a barrier or lock the door shut)
- Next to powerlines (i.e. ensure the worker is trained and authorised and is using the correct ladder for the task
- In very wet or windy conditions (i.e. extra securing devices maybe required)
- Next to traffic areas whether this is vehicle or pedestrian (i.e. a barricade and/or spotter maybe required).

When setting up a ladder, carry the ladder with its feet facing forward. When you set the ladder down from this position, its feet are already in place preventing you from swinging the ladder in a dangerous way or receiving soft muscle damage from incorrect manual handling.

Correct Use of Ladders

When using a ladder, you must follow a few simple steps to stay safe:

- Always maintain ‘three points od contact’ E.G. two feet one hand, or two hands one foot on the ladder at all times
- Use a tool belt, side pouch or other so that materials or tools are not required to be carried while climbing the ladder
- Only carry out light duty work while on the ladder e.g. using tools that only require one hand to be safely operated
- Always keep the ladder area clear e.g. do not allow someone to work under the ladder
- Only one person to climb or work on a ladder at all times. Never allow someone else to climb the ladder at the same time
- Never straddle the ladder
- Wear slip-resistant footwear e.g. your EGT provided Safety boots
- Always face the ladder when going up or down and when working
- Do not place the ladder so that the weight of the ladder and any person using the ladder is supported by the rungs
- DO NOT carry out ‘Hot’ works from a ladder e.g. arc welding or oxy cutting
- Do not stand on a rung closer than 900mm to the top of a single or extension ladder or on or above the second last rung of a step ladder (this should be indicated on the ladder). With the exemption of a three-rung stepladder or working through an overhead opening that provides additional support above the ladder itself.
- Always use a ladder tall enough for the task at hand
- Ladders are not used on scaffolding or EWPs to get extra height.

Additional fall protection equipment is required to be used in conjunction with a ladder where:

- A stepladder is in use near the edge of an open floor, penetration or beside a railing
- The centre of the torso can not be within the ladder stiles throughout the task
- The task requires the use of tools requiring two hands to operate e.g. grinder or hammer drill
- The task requires the use of tools that require a high degree of leverage force which, if released, may cause the user to over- balance or fall from the ladder e.g. stillsons or pinch bars
- If for any reason you can not follow any of the correct use steps above.

Ladder Maintenance

Your Host employer should ensure that their ladders are checked and maintained on a regular schedule. You should still check a ladder before use every time.

Things to look for before using a ladder are:

- The ladder is appropriate for the task at hand (i.e. type, size and material)
- The ladder is in good condition (i.e. no parts are damaged missing or loose) Ladders found to not be in good condition should be immediately be made out-of-service
- The ladder is positioned to the correct ration (4:1)
- The ladder is secured and /or you have someone to 'foot' the ladder
- All locking devices are fitted correctly and secure
- All above guidelines are adhered to.

HAZARDOUS CHEMICALS AND SUBSTANCES

What are Hazardous Chemicals and Substances?

Under the WHS Regulations 2022, a hazardous chemical is any substance, mixture or article that satisfies the criteria of one or more hazard classes in the Globally Harmonised System of Classification and Labelling of Chemicals.

(This information is detailed in the link below to the Code of Practice – Managing risks of hazardous chemical in the workplace)

So before handling or using any hazardous chemical or substance you must be aware of the properties, hazards and risks they may expose you too and what preventative measures you will need to implement to protect both yourself and others.

These may be Health and / or Physical Hazards

- Health

  These may be short or long term effects and may have the potential to cause headaches, nausea or vomiting and skin irritation or damage.
  These can affect the body through skin, Inhalation, and ingestion.

- Physical

  Usually occurs through the misuse or inappropriate handling of chemicals and can result in injury to persons, damage to property, fire, corrosion, explosive reactive and oxidising conditions.

While conducting work at your workplace you must take reasonable care to protect yourself from the exposure and effects of working with hazardous substances.

Identify Hazards – Find Out What Could Cause Harm

Each hazardous chemical or substance is accompanied by a Safety Data Sheet (SDS) and is available at your workplace. If you are unfamiliar with the substance you are working with, speak to your Host and ask for more information.

An SDS documents the following information:

- The names and producer of the substance
- Its physical properties
- Instruction for its use
- Instructions for appropriate personal protective equipment (PPE)
- Instructions for safe storage
- First Aid, Emergency spill or clean up procedures.

Based on the SDS information, a Risk Assessment should be developed, which will determine the best measures for controlling the hazards while using this substance in the workplace.

This will include:

- Identifying what workers are at risk of exposure.
- What processes and procedures may potentially cause risks
- What controls must be implemented to control risks
- Process to check the effectiveness of controls

Pictograms
Each hazardous chemical or substance container must be labelled correctly and carry the appropriate pictogram.

This information will immediately inform you of the nature of the substance and indicate the nature of the potential risks at a glance.

Examples you would expect to see in the workplace:

Incorrectly Labelled Or Unlabelled Containers
If you find a container that does not have a label or is incorrectly labelled, you must immediately bring this to your supervisors' attention, as action must be taken to correctly label the container.

Containers that have had chemicals transferred into them (decanted) in the workplace, and containers of chemical wastes must be labelled correctly.

If the contents of the container are not known, this should be clearly marked on the container, for example, 'Caution – do not use - unknown substance'.

Such a container should be stored in isolation until its contents can be identified and, if it is then found to be hazardous, the container can be appropriately labelled.

If the contents cannot be identified, they should be disposed of in accordance with relevant local waste management requirements.

Never assume you are aware of the contents of an incorrectly labelled or unlabelled container.

Important Note:
While using or are exposed to any hazardous or chemical substance and you experience adverse effects you must report this to your Host immediately as you may require medical attention.

ASBESTOS CONTAINING MATERIAL IN THE WORKPLACE

The code of Practice "How to Manage and Control Asbestos in the Workplace" has been created to assist in the identification and management of Asbestos Containing Material (ACM).

ACM commonly is determined to be either:

- Friable

ACM Material that can be crumbled and turn to dust e.g., commonly found in lagging and insulation

- Non-Friable

ACM Material that is secured within a bonding compound e.g., asbestos cement sheeting, vinyl asbestos floor tiles

If you are a worker on a site which has identified or the potential to have (ACM) on the site, you must be involved in the consultation and planning of all works.

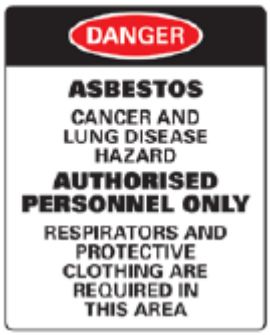
It is not unusual to have ACM identified in building and structures built before 1990

This information must include:

- The issuing of an Asbestos Clearing Permit (this is normally issued by the principle contractor)
- The actual or potential locations of ACM
- What type of ACM has been identified
- Review of the Management Plan - What removal procedures are in place
- What are the appropriate tool to be used on site
- Isolations in place
- Asbestos located Register
- Appropriate PPE to be used
- Emergency Procedures
- What to do if you suspect you have uncovered ACM

Apprentices must always follow the instructions and obey the isolation barriers erected around ACM locations on site.

The following are examples of ACM warning signs – if you see these on site do not attempt to either enter or work in these areas.



Further examples can be found in the Code of Practice.

As an electrical apprentice you may find that you come across unidentified asbestos as sometimes identified in switchboards and other locations in older building (pre: 1990).

These locations may include:

- Electrical Meters
- Fuse boxes and boards
- Asbestos sheeting as thermal insulation for electrical boxes
- Woven asbestos textile fuse linings
- Air-Conditioning duct Work
- In ground pits and conduits

You must stop work immediately and report your suspicions to your Supervisor or Host. This must also be reported to your Field Officer.

What to do if you feel that you have been exposed to ACM
If during your works you feel that you have been exposed to either form of ACM, you must stop work and immediately report it to your Supervisor or Host.

The Asbestos Management Plan on site will identify the appropriate emergency procedures. These will include Health Monitoring and the decontamination of all PPE, including clothing if required.

Asbestos removal must only be undertaken by a competent person, who has undergone the relevant training and must never be attempted by an apprentice or any other person.

For further information, please refer to the Code of Practice “How to Manage and Control Asbestos in the Workplace”.

EGT Apprentices are not permitted to work on or in near proximity to Asbestos or Asbestos Containing Materials. For further information please refer to EGT’s Working Near Asbestos Guidelines.

RETRACTABLE, OPEN BLADED OR UTILITY KNIVES

As per ETI’s Group Open Bladed Knives Policy:

- The use of all forms of retractable, open bladed or utility knives is banned in all ETI, controlled work areas. More suitable and less hazardous alternatives will be sourced, made available for teaching purposes, and used routinely in related college activities.
- The use of all forms of retractable, open bladed or utility knives by all ETI workers is banned (this includes apprentices, Instructors and office staff).
- Instructors will actively supervise and enforce this policy on campus.
- Instructors will familiarise themselves with the safer alternative and educate the student on the effective use.
- Staff and apprentices will be informed of this policy as part of their induction.
- Students will be informed of this policy as part of their enrolment process on the campus.

Purpose made stripping tools should be used (i.e. cable stripping tool).

RISK ASSESSMENT CHECKLIST (RAC)

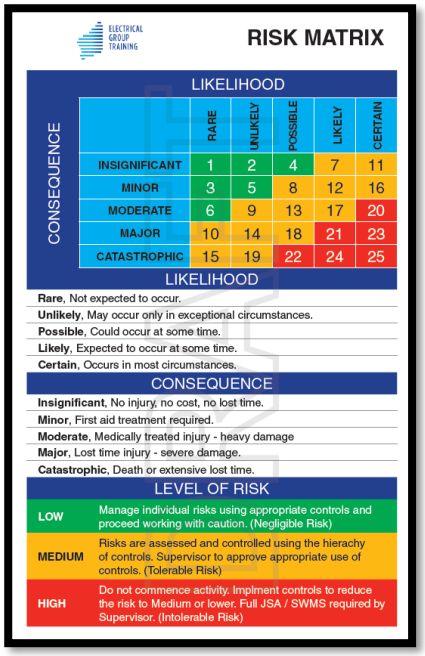
Every EGT apprentice is expected to complete a risk assessment checklist daily and as the task changes or situation.

RAC is a process of identifying hazards for a specific task and setting control measures before commencement of work.

This process comprises of 5 basic steps:

1. BREAK the job down into small tasks.
2. IDENTIFY the hazard for each job.
3. ASSESS the risk associated with the hazard - Consider unexpected events.
4. DECIDE on the control measures.
5. COMMUNICATE the actions to be taken.

Important Note: Ensure you identify the potential emergencies and controls.



ELECTRICAL GROUP TRAINING

RISK MATRIX

CONSEQUENCE \ LIKELIHOOD	RARE	UNLIKELY	POSSIBLE	LIKELY	CERTAIN
INSIGNIFICANT	1	2	4	7	11
MINOR	3	5	8	12	16
MODERATE	6	9	13	17	20
MAJOR	10	14	18	21	23
CATASTROPHIC	15	19	22	24	25

LIKELIHOOD

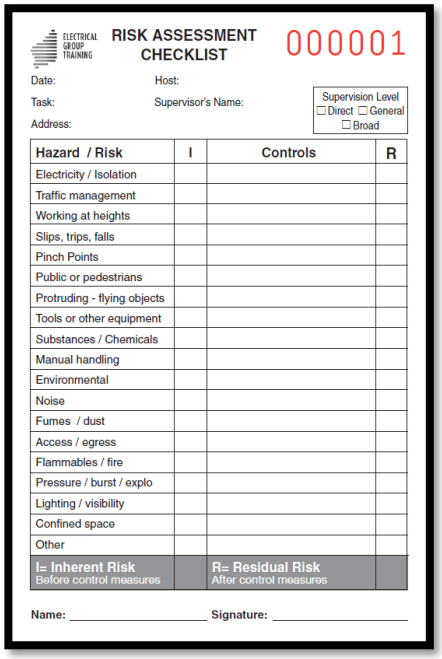
Rare, Not expected to occur.
Unlikely, May occur only in exceptional circumstances.
Possible, Could occur at some time.
Likely, Expected to occur at some time.
Certain, Occurs in most circumstances.

CONSEQUENCE

Insignificant, No injury, no cost, no lost time.
Minor, First aid treatment required.
Moderate, Medically treated injury - heavy damage
Major, Lost time injury - severe damage.
Catastrophic, Death or extensive lost time.

LEVEL OF RISK

LOW	Manage individual risks using appropriate controls and proceed working with caution. (Negligible Risk)
MEDIUM	Risks are assessed and controlled using the hierachy of controls. Supervisor to approve appropriate use of controls. (Tolerable Risk)
HIGH	Do not commence activity. Implment controls to reduce the risk to Medium or lower. Full JSA / SWMS required by Supervisor. (Intolerable Risk)



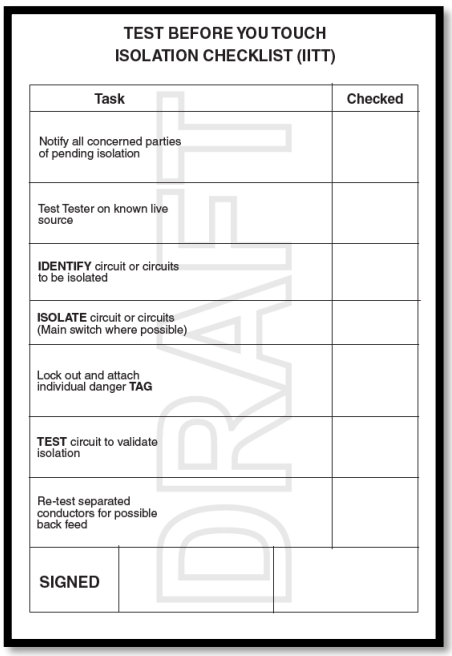
ELECTRICAL GROUP TRAINING

RISK ASSESSMENT CHECKLIST 000001

Date: Host:
Task: Supervisor's Name:
Address:
Supervision Level ☐ Direct ☐ General ☐ Broad

Hazard / Risk	I	Controls	R
Electricity / Isolation			
Traffic management			
Working at heights			
Slips, trips, falls			
Pinch Points			
Public or pedestrians			
Protruding - flying objects			
Tools or other equipment			
Substances / Chemicals			
Manual handling			
Environmental			
Noise			
Fumes / dust			
Access / egress			
Flammables / fire			
Pressure / burst / explo			
Lighting / visibility			
Confined space			
Other			
I= Inherent Risk Before control measures		R= Residual Risk After control measures	

Name: _____ Signature: _____



TEST BEFORE YOU TOUCH ISOLATION CHECKLIST (IITT)

Task	Checked
Notify all concerned parties of pending isolation	
Test Tester on known live source	
IDENTIFY circuit or circuits to be isolated	
ISOLATE circuit or circuits (Main switch where possible)	
Lock out and attach individual danger **TAG**	
TEST circuit to validate isolation	
Re-test separated conductors for possible back feed	
SIGNED	

PAYROLL

Please refer to the EGT Timesheet & Payroll Portal - home screen for up-to-date Apprentice Instructions.

Timesheets and Timekeeping

Weekly Timesheets must be entered correctly and submitted via the **EGT Timesheet & Payroll Portal before 9am Monday**, each week of your apprenticeship. Timesheets form the basis on which you are paid and from which we calculate charges to your Host Employer.

Your supervisor will receive electronically your timesheet in the portal to approve. If any details are not correct, the approver will 'reject' the timesheet and it will get sent back to you for correcting - so if you are unsure of allowances or any other details, please check with your host before submitting the timesheet. Any delays in processing your timesheet may cause a delay in you receiving your pay.

Remember, as soon as it is your last day with a Host Employer, it is your responsibility to get your Host Employer / Supervisor to approve & sign your timesheet, no matter what the reason is.

Leave Applications

It is the Apprentices responsibility to complete and have approved by their current host employer their leave applications submitted via the EGT Timesheet & Payroll Portal.

Please Note:

- **No Unpaid Leave** unless all Annual Leave and RDO's have been used and is at the discretion of the General Manager EGT. Please liaise with your Field Officer to get approval for any unpaid leave.
- Paid sick/carer's leave may be taken for any absences due to illness or injury. This includes caring for an immediate family member. An employee may be asked to provide evidence to confirm the absence. This includes even if an employee has only been off sick for 1 day.
- **Evidence Requirements for sick/carer's leave**. The medical certificate must be issued by an Australian registered General Practitioner (GP). Certificates of absence and certificates issued by other practitioners including nurses and pharmacists will not be accepted. Please upload these with your timesheet, via the EGT Timesheet & Payroll Portal.
- An EGT annual leave request must be completed and approved via the EGT Timesheet & Payroll Portal, at least one (1) month prior to the commencement of leave. Remember to submit timesheets prior to leave commencing OR whilst on leave.

Banking

EGT currently trades with the ANZ Bank. Wages are paid from our bank between Wednesday and Friday the following week via Electronic Funds Transfer (EFT).

NB: Public holidays may cause a delay.

- Wages are paid in arrears, i.e. a week behind.
- If your timesheet is late or has errors, you may not be paid on time.
- If you have any direct debits, it is suggested to arrange these for a **Friday** to ensure all monies have cleared.

Accurate and timely submission of timesheets is your responsibility.

Glossary of Terms

A brief explanation of timesheet terms to assist you (always refer to instructions on timesheet portal).

Start Time	Enter the time you start work each day, e.g. 07.00 = 7am **Desktop version** of the portal = Use the **24 hour clock**, e.g. 1pm = 13:00 **Mobile version** of the portal = Show times as **am** or **pm**
End Time	Enter the time you finish working each day.
Break Min	Enter duration of your lunch break eg. 30 (for 30 minutes). Leave as 0 if you did not have a break. Round to the nearest 15 minutes, e.g. write that lunch break was 30 minutes, not 33 minutes or 28 minutes.
Notes For This Entry	Name/location of the site eg. workshop, Beach Road Sorrento, Curtin University
Hours	The total hours will be automatically calculated. Lunch break is not paid time.
Off the Job Training	• Enter in NOTES FOR THIS ENTRY field, examples: CET Block, EGT Course - Construction Industry Preparation Skill Set, Annual Safety Training, CPR / LVR, Check &Test etc • If you leave CET early, explain the reason as to why (attended doctor's appointment) • You must enter exact start and finish times that you attend (Maximum 7.6 hours per day) • EGT receives an updated attendance register every day. If you leave early and do not return to work you will need to use accruals or the remainder will be unpaid
Public Holidays	Times for public holidays should equal 8 hours (refer instructions). If you do work on the public holiday, please write number of hours as normal and write 'worked PH'.
Attending EGT Office	Enter details in notes field eg. Attended meeting with field officer 1 hr or Attended EGT office to complete new placement Induction 1.5 hrs You must also enter the exact times you attended on your timesheet. Accruals will be used for the remainder of the day
Annual Leave	Enter in NOTES FOR THIS ENTRY field - this needs to be approved in advance.
Rostered Day Off (RDO)	Enter in NOTES FOR THIS ENTRY field - this needs to be approved in advance.
Absent Without Leave	Any day that you fail to report for work without notifying your Host Employer and the EGT Office will be recorded as Absent Without Leave (AWOL). Payroll will automatically use any accruals (Annual Leave/RDOs) to account for this time. Any apprentice who is AWOL is in breach of their Training Contract and may face disciplinary action (suspension or cancellation).
Travel	Full Travel is applicable if you travel directly to site in your own vehicle Travel is not applicable when going to the workshop

Travel and Site Allowances

An apprentice **may** be eligible for a travel allowance and some EGT Host Employer job sites attract site allowances.

To determine if there are any travel and/or site allowances applicable, speak to your Host Employer.

The EGT Host Employer will be able to advise if there are any travel and/or site allowances applicable and instruct what you need to write on your timesheet.
An apprentice must NOT determine travel or site allowances themselves. It is the EGT Host Employer's responsibility to advise the Apprentice.

If either the apprentice or Host Employer has any queries, they should contact the EGT Field Officer for advice.

Timesheet instructions are available on the EGT Timesheet & Payroll Portal and get updated regularly to assist you.

Please refer to them when completing your timesheets.

Hours of Work and Overtime

Apprentices are required to be available for work for a minimum of 38 hours per week, Monday to Friday. Under the Electrical, Electronic and Communications Contracting Award 2020 (MA000025), apprentices (over the age of 18) can be expected to work a reasonable amount of overtime and EGT encourages apprentices to take advantage of offers of extra work. This will not only increase your weekly pay, but also shows your Host Employer that you are willing and able to put in 'that little bit extra' when necessary. This is also additional experience for your log book.

Your Host Employer will advise you of the start and finish times you will work to. Different Host Employers will start and finish at different times of the day.

Always be at work 10-15 minutes earlier than start time. This creates a good impression with the tradesperson and shows your enthusiasm.

As an EGT apprentice, it is your responsibility to report for work at the time, place and at any location directed by EGT and your Host Employer.

If you are unable to attend work/college for any reason you must notify EGT, your Host Employer or the college that you cannot attend by the normal start time. Failure to do so may result in disciplinary action.

CONTACT INFORMATION

Electrical Group Training	(08) 6241 6171
Address:	Unit 14 199 Balcatta Road, BALCATTA
Office Hours:	Monday to Friday 8.00am to 4.30pm

Apprentice Placements	(08) 6241 6178
Email:	placements@egt.net.au
Staff:	Stacee Donaldson

Apprentice Payroll	(08) 6241 6168
Email:	timesheets@egt.net.au

Administration & Enquiries	(08) 6241 6171
Email:	admin@egt.net.au
Staff:	Amber Diepeveen Vanessa Hayes Solinda Nuon

Recruitment	(08) 6241 6174
Email:	recruit@egt.net.au
Staff:	Debbie Nash Lindy Grosse Lesley Gillett

Incident Reporting & Rehabilitation Contact	
WHS Manager	Matthew Blampey 0460 300 845
WHS Consultant	Jumaine Sewell 0416 208 329

Armour Management Solutions Uniform Shop

(08) 6241 6186

Uniform Booking Link:	https://calendly.com/sheree-armourms/15?back=1&month=2025-03
Contact:	Sheree Del Casale
Address:	Unit 13 199 Balcatta Road, BALCATTA
Office Hours:	Monday, Wednesday & Friday 12.30pm to 4.15pm

Field Officers

Rory O'Kane	0439 962 370
Sam Aitken	0436 454 240
Will Downes	0497 840 977

Management

Senior Field Officer	Carmelo Ierino 0416 236 972
Operations Manager	Gary Livett 0423 834 863
General Manager EGT	Stuart Diepeveen 0411 795 847

Electrotechnology Training Institute Limited (ETI)

1300 632 292
(08) 6241 6100

Address:	Units 15, 18 - 20 199 Balcatta Road, BALCATTA
Office Hours:	Monday to Friday 8.00am to 5.00pm

College of Electrical Training

CET - Joondalup Campus

(08) 9233 5000

Address:	20 Injune Way, JOONDALUP
Office Hours:	Monday to Friday 7.30am to 4.30pm

CET - Jandakot Campus

(08) 6595 6600

Address:	5 Avior Avenue, JANDAKOT
Office Hours:	Monday to Friday 7.30am to 4.30pm