Builders Academy Australia | RTO Code 21583 | CRICOS Code 03760B **© House of Learning Pty Ltd**

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| \\storage\Training\Builders Academy Australia\01_Qualifications\Resource Development Project\Templates\ID Templates\BAA_LOGO.png | Builders  Academy Written notice/agreement | |
| Company Details | | Client Details |
| [Phone Number Insert Here]0447860259 | | [Name insert here]Jack Don McLovin |
| [Email Insert here]builder1@buildingbuildings.com | | [Title insert here]Risk Management Improvement Assurance |
| [Adress insert here]365 Everyday Avenue Melbourne | | [Home adress insert here] 123 Home St Melbourne |
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| [Web address insert here]buildingbuildings.com | |  |
| Dear Insert employee name Dear Jimmy Bob Soldier,  As per your injury, it has come to our attention that the hazard identification procedures and risk management protocols were not up to scratch with our company and workforce, otherwise this would not have happened. As a result, we have decided to investigate the issue with Worksafe specialists and a Risk Management Consultancy Company. They have assured us that to reduce the risk of recurrence we should clear paths BEFORE it comes time to walk on them, of loose and/or broken material and things leading to an uneven and slippery surface.  We hope that you heal quickly to get you back on the job you love, so you can continue progressing through your career. We ascertain that this shall not be a likely risk of recurrence so long as we maintain accurate hazard reporting and identify hazards quickly before they can lead to an incident such as this.  In the future we recommend to not walk on material that is likely to roll around under your feet as you walk on them causing the number one injury resultant of slips trips and falls.  Ligaments can take some time to heal, and once torn can remain weak for the rest of your life. Please consider your health insurance and workers compensation as coverage for this loss of livelihood and strength to your physical body.  The investigations will go ahead to ensure that the builder knows how to manage such a risk and that the experts have their back in correcting this issue going ahead. | | |

To monitor and review the effectiveness of our improvements, we will daily document the rubbish that is around on the worksite, and clean up at end of day. If simply cleaning up once a day is not enough, we will know by how much of an issue pathway clearance is for workers as hazards are identified by the supervisor throughout the working hours. If material gets in the way too often we will have to ensure a more rigorous cleanup protocol. Documenting the waste material on the worksite will allow us to track how much of this material comes up throughout a Project, in order to minimise risks and remove hazards.

Thank you for being the guinea pig to correct this error in our ways, and we are sorry that it had to be you for such a change to be made.

Thank you for taking the time to review my resume. I look forward to talking with you.

## Sincerely,

## [Your Name]

Enclosure