

<b>Response assessment activity checklist</b>			
<b>Work Process</b>	Circumstances of incident/complaint identified	X	
	Task activity	X	
	Hazard identified	X	
	Risk identified	X	
	Inductions		X
	Risk assessment records		X
	Instruction/supervision/information/training		X
<b>Equipment</b>			
<b>Plant/substance details</b>	Make / manufacturer	X	
	Model / substance name	X	
Note: May involve more than 1 item.	Serial Number		X
<b>Plant/substance details</b>	Condition (general, guarding etc)		X
	Owner details	X	
	Maintenance records		X
	Risk assessment records		X
	Licence's required		X
	Electrical instrument category rating		X
	For electrical equipment – equipment approvals where applicable		X
<b>Environment</b>			
<b>Environmental factors</b>	Lighting		X
	Time of day		X
	Weather conditions		X
	Temperature		X
	Noise		X
	Visibility		X
<b>Inspector</b>	Observations/recollections	X	
	Photographs/sketches taken	X	

<b>Response assessment activity checklist</b>			
	Expertise/qualifications		X
<b>Documents received</b>	Signed and dated on back from recipient	X	
<b>Seizure</b>	Is seizure of plant/ a substance, part of the workplace or the workplace required		X
<b>Statutory Notices</b>	Improvement notice		
	Prohibition notice	X	
	Infringement Notice		
<b>Other</b>			
<b>Other</b>			
<b>Other</b>			

<b>Response Assessment Review</b>				
Officers present at review:	Insert name of officers present e.g. RMT name/s		Insert title	
Assessment completed:	Insert date	Review date:	Insert review date	
<b>Response Actions (assessed by reviewer)</b>				
Document	Yes	No	Inspector name/provider name	
Workplace inspection report (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>		
Notices issued	<input type="checkbox"/>	<input type="checkbox"/>		
Notebook notes	<input type="checkbox"/>	<input type="checkbox"/>		
Photographs	<input type="checkbox"/>	<input type="checkbox"/>		
Expert report	<input type="checkbox"/>	<input type="checkbox"/>		
Documents gathered	<input type="checkbox"/>	<input type="checkbox"/>		
CISr entries complete	<input type="checkbox"/>	<input type="checkbox"/>		
Has the complainant/notifier requested feedback be provided?	<input type="checkbox"/>	<input type="checkbox"/>		
If yes to the question above, has feedback been provided?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Assessment Triage (case management)</b>			YES Go to	No Go to
1	Did the event develop into a critical event involving a fatality or injury?		A	2
2	Is the duty holder/subject of enquiry the only potential creator of the risk?		3	C
3	Was it reasonably practicable for the duty holder /s to have foreseen the risk? i.e: Is there a Regulation, COP, A/S or manufacturer's instruction available.		4	5

4	Was it reasonably practicable for the duty holder/s to have taken steps to control the risk? i.e: Is there a Regulation, COP, A/S or manufacturer's instruction available.	<b>C</b>	<b>5</b>
5	Has the action taken to date been sufficient to manage the risk into the future?	<b>D</b>	<b>C</b>
<b>A</b>	Forward to Regional Investigations Manager (RIM) for assessment of response		
<b>B</b>	Create new - or maintain response assessment and allocate to inspector		
<b>C</b>	RMT to determine appropriate action		
<b>D</b>	Regional Close Out		
<b>Triaging Conclusions</b>			
Conclusions:	<input type="checkbox"/> <b>RIM referral</b> (Referral for investigation form to be completed) <input type="checkbox"/> <b>Return to inspector – further action required</b> <input type="checkbox"/> <b>Closeout</b> (Closeout conclusions to be included below)		
Closeout conclusions (if applicable): Insert closeout conclusions			
<i>Regional delegate</i>		<i>Date</i>	<i>Signature</i>

**CONTENTS OF FILE**

**Note: Inspectors - mark relevant boxes that apply.**

\*\*\* File is to be compiled in 'Contents of File' order.

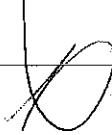
<input checked="" type="checkbox"/> 1. Incident details / Complaint Details	<input checked="" type="checkbox"/> 6. Photographs <i>O CD O Hardcopy</i>
<input checked="" type="checkbox"/> 2. CISR History Report - current	<input checked="" type="checkbox"/> 7. Inspector Notebook Notes
<input checked="" type="checkbox"/> 3. Response Assessment Report	<input checked="" type="checkbox"/> 8. Correspondence - <i>See Index</i>
<input checked="" type="checkbox"/> 4. Notices	<input checked="" type="checkbox"/> 9. Documents Requested/Seized - <i>See Index</i>
<input type="checkbox"/> 5. Statements - <i>See Index</i>	<input type="checkbox"/> 10. Other - <i>See Index</i>

STATEMENTS		Hardcopy / Notebook	DVR	Burnt to CD	Precis	G Drive
Relationship to Event / Position	Name					

CORRESPONDENCE	Electronic / Email	Mail	Phone	Fax

DOCUMENTS SEIZED / REQUESTED

OTHER

Precision.					
Details of contravention/s (the relevant sections as applicable): <ul style="list-style-type: none"> <li>• WHSQ Act 2011 s19(3)(1)(d) Safe use, handling, storage of plant, structures and substances.</li> <li>• WHSQ Act 2011 s19(3)(c) Safe system of work.</li> <li>• WHSQ Regulation s42(1) Duty to provide first aid equipment.</li> <li>• WHSQ Regulation 2011 s49 Ensuring exposure standards are not exceeded.</li> </ul>					
Corrective actions implemented by the duty holder: <ul style="list-style-type: none"> <li>• Immediate stop of spray painting activity.</li> <li>• Use of paint rollers to apply paint in open area.</li> <li>• Obtained quotation for ventilation, extraction, filtering equipment.</li> </ul>					
Details of compliance action taken (by inspector): <ul style="list-style-type: none"> <li>• Advice about maintaining first aid kit.</li> <li>• Prohibition notice – stop activity of spray painting in a confined area without adequate ventilation, extraction and filtering equipment.</li> </ul>					
Allocated inspector	Wayne Armstrong	Date	12/09/2014	Signature	

### Response assessment activity checklist

People		Yes	No
<b>Injured or affected person/s</b>	Names of injured/affected persons	X	
	Address of injured/affected persons		X
	Contact details of injured/affected persons		X
	Statements obtained (only where applicable)		X
	Condition (injuries of) person/s		X
	Employment record		X
	Training/induction records		X
	Qualifications/experience		X
	Work hours/fatigue issues		X
<b>Witnesses</b>	Names of witnesses	X	
	Address of witness		X
	Contact details of witness	X	
	Role of witness in incident/complaint	X	
	Position/role/qualifications/responsibilities	X	
<b>Process/policies/procedures</b>			

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	Risk assessment records		X
	Licence's required		X
	Electrical instrument category rating		X
	For electrical equipment – equipment approvals where applicable		X
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	Weather conditions		X
	Temperature		X
	Noise		X
	Visibility		X
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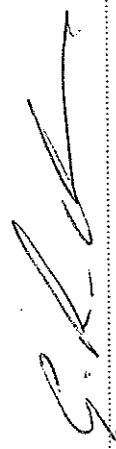
BOOK No. 149

ISSUED TO G. Karlsson No. 1752

DISTRICT Maroochydore (BNSCR)

DATE 19 May 2014

BY L. Malmanson No.

SIGNATURE OF RECIPIENT 

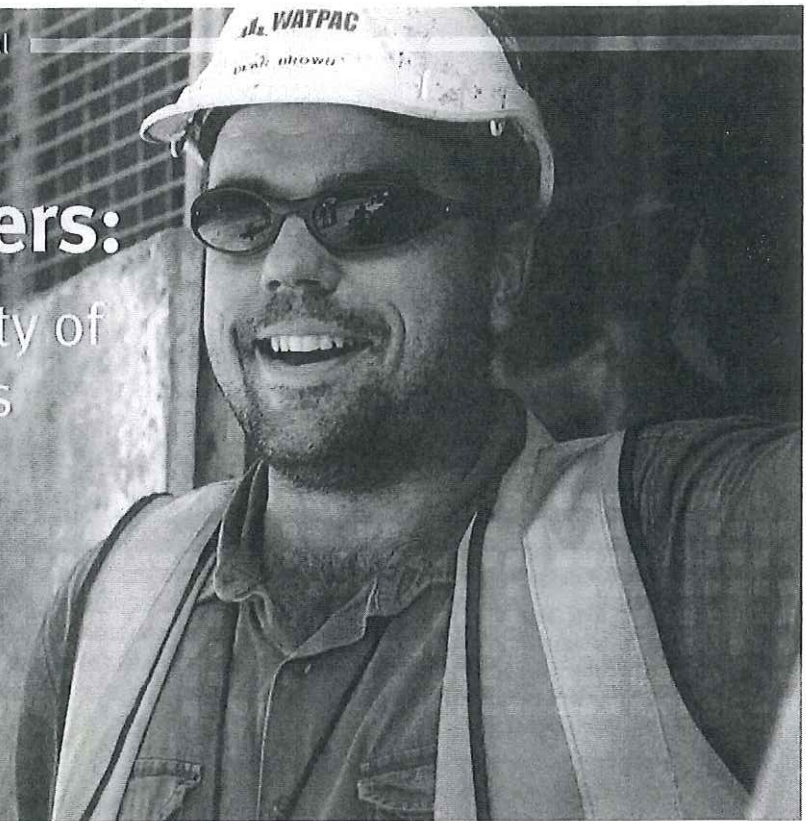


Department of Justice and Attorney-General

# Host employers:

## Managing the safety of labour hire workers

Workplace Health and Safety Queensland



### What is this guide about?

This publication is designed to assist host employers to prepare and manage labour hire workers. It provides information and tools to help:

- clarify your workplace health and safety (WHS) duties
- identify risks to health and safety
- match the labour hire worker to tasks
- complete induction and training
- supervise and monitor the health and safety of people at the workplace. *How is this done? How often*

Further labour hire guidance material can be found at [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au) including the guide, *Labour hire agencies: Managing the safety of on-hired workers*.

These publications provide useful information and tools which will assist you and the labour hire agency to provide a safe place of work for labour hire workers.

### What is a host employer?

A 'host employer' is a firm that uses labour hire workers supplied by a labour hire agency or contracts with a Group Training Organisation (GTO) for the training of apprentices or trainees.

### Host employers' workplace health and safety (WHS) duties

#### Why do host employers need to manage the safety of labour hire workers and contractors?

Under Queensland WHS laws, employers are responsible for the health and safety of all workers at their workplace. As a host employer engaging labour hire workers or contractors, your duties as an employer also extend to these labour hire workers or contractors.

Effective consultation between the host employer, the labour hire agency and their workers is essential to providing a safe work environment. As a host employer, if you are asked to consult with workers on WHS matters, you have a legal duty to do so on an ongoing basis.



## What do you need to do as a host employer?

As a host employer with labour hire workers, you need to take the following actions:

- treat labour hire workers, apprentices and trainees as though they are your own workers in providing and maintaining a safe working environment and conditions
- define the job, tasks or roles that labour hire workers will perform
- identify hazards associated with the work, and assess and control risks
- identify the skills and knowledge (including any licensing and certification requirements) that labour hire workers need in order to do their work safely
- advise the labour hire agency of the job requirements, work environment, organisational arrangements, health and safety risks associated with the work, and the skills and knowledge required for the work. Refer to the *Job description checklist*
- verify that the workers selected have the necessary skills and knowledge to perform their work safely
- clarify who will provide any equipment, including personal protective equipment (PPE), to enable the workers to do the work safely. Ensure that equipment brought into your workplace meets health and safety standards
- conduct workplace inductions for all labour hire workers, including new workers or new tasks. Provide any other training that enables them to perform their work safely. Refer to the *Labour hire workers selection, induction and training record form*
- support and encourage consultation with workers in relation to health and safety issues
- establish an open communication process and encourage labour hire workers to participate in workplace consultative arrangements. Introduce labour hire workers to health and safety staff and the person with the WHS management responsibility in the area where they will work
- verify that labour hire workers understand the WHS requirements in your workplace
- provide adequate supervision to monitor whether the work is being conducted safely
- encourage labour hire workers and the labour hire agency to participate in hazard management specific to the labour hire workers' work
- inform the agency if there is a change to your workplace that impacts on the labour hire workers. Do not transfer labour hire workers to other tasks until the agency responds. You should provide any further training, instruction or information to the labour hire workers as necessary

- encourage labour hire workers to maintain contact with the labour hire agency
- cooperate with the labour hire agency to help meet its legal WHS duties
- allow the labour hire agency to have access to the workplace and relevant documents to enable them to perform a workplace safety assessment.

To make the process easier, many labour hire agencies will actively assist you to manage the safety of all workers at your workplace.

## What should you expect from labour hire agencies?

Labour hire agencies should:


- gather information about the job, including the qualifications, skills and licences needed to match the right person to the position
- gather information from the host employer to determine the potential for injury to their workers
- consult with the host employer on ways that identified risks can be controlled
- have a written agreement with the employer that clearly outlines WHS expectations and responsibilities, including the channels to quickly communicate information
- provide WHS induction and training at the agency to ensure work is done efficiently and safely
- visit the worksite regularly and have effective consultation processes in place with their workers
- have a documented system for managing safety, including agency staff trained in WHS.


Labour hire agencies should not provide workers to a business when the particular business' safety assessment or record demonstrates that the host employer does not provide a safe workplace.

For further information visit Workplace Health and Safety Queensland's website at [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au) or call 1300 369 915.



### Workplace Health and Safety Queensland

 [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au)

 1300 369 915

The materials presented in this publication are distributed by the Department of Justice and Attorney-General as an information source only. The information and data in this publication is subject to change without notice. The Department of Justice and Attorney-General makes no statements, representations, or warranties about the accuracy or completeness of, and you should not rely on, any information contained in this publication. This document is a guide only and must be read in conjunction with the *Work Health and Safety Act 2011* © State of Queensland (Department of Justice and Attorney-General) 2013



# Incident Notification (Information)

*Workplace Health and Safety Act 1995*

*Electrical Safety Act 2002*

*Dangerous Goods Safety Management Act 2001*

## What is this form used for?

Certain incidents must be reported, in the approved form, to Workplace Health and Safety Queensland or the Electrical Safety Office. Workplaces must also keep records of particular incidents for a certain time.

### Who must complete the form?

The *Workplace Health and Safety Regulation 2008* requires a person who conducts a business or undertaking, or the appointed principal contractor (for workplaces where the construction work has an estimated final price of more than \$80 000 or is a prescribed activity) to notify Workplace Health and Safety Queensland of a serious bodily injury, work caused illness or dangerous event.

If the workplace incident causes the death of the person conducting the business or undertaking, the next in charge at the workplace must notify Workplace Health and Safety Queensland.

The *Electrical Safety Regulation 2002* requires employers or self-employed persons to notify the Electrical Safety Office or Workplace Health and Safety Queensland of a serious electrical incident or dangerous electrical event.

The *Dangerous Goods Safety Management Regulation 2001* requires the occupier of a major hazard facility to, as soon as practicable, notify the chief executive about a major accident under the *Dangerous Goods Safety Management Act 2001*.

### When is the form to be lodged?

Notification in the approved form (on-line or written) is required within 24 hours of being aware of a notifiable incident happening. Prompt notification (by phone 1300 369 915 or fax 07 3247 0297) is also required if the incident involves a death.

### How to lodge the form

Forms may be faxed to (07) 3247 0297 or

Posted to Assessment Services

Advisory Assessment Centre

Fair and Safe Work Queensland,

PO Box 820, Lutwyche, QLD 4030.

For more information please call 1300 369 915 or visit the website: [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au)

### What records must be made of a workplace incident?

A person who conducts a business or undertaking, or the appointed principal contractor (for workplaces where the construction work has an estimated final price of more than \$80 000 or is a prescribed activity) must make a record of an incident that has led to a work injury, work caused illness or dangerous event. The record must be made in the approved form within 3 days of becoming aware of the incident. The record must be kept for 1 year.

Employers or self-employed persons must make a record of a serious electrical incident or dangerous electrical event. The record must be made in the approved form within 3 days of becoming aware of the incident. The record must be kept for 3 years.

### Definitions

**Dangerous electrical event** is any of the following—

- (a) the coming into existence of circumstances in which a person is not electrically safe, if—
  - (i) the circumstances involve high voltage electrical equipment; and
  - (ii) despite the coming into existence of the circumstances, the person does not receive a shock or injury;
- (b) the coming into existence of both of the following circumstances—
  - (i) if a person had been at a particular place at a particular time, the person would not have been electrically safe;
  - (ii) the person would not have been electrically safe because of circumstances involving high voltage electrical equipment;
- (c) an event that involves electrical equipment and in which significant property damage is caused directly by electricity or originates from electricity;
- (d) the performance of electrical work by a person not authorised under an electrical work licence to perform the work;
- (e) the performance of electrical work by a person if, as a result of the performance of the work, a person or property is not electrically safe;
- (f) the discovery by a licensed electrical worker of electrical equipment that has not been marked as required under this Act.

**Incident Notification (Information) continued... page 2 of 4****Definitions continued...**

**Dangerous event** means an event caused by specified high risk plant, or an event at a workplace or relevant workplace area, if the event involves or could have involved exposure of persons to risk to their health and safety because of—

- (a) collapse, overturning, failure or malfunction of, or damage to, an item of specified high risk plant; or
- (b) collapse or failure of an excavation or of any shoring supporting an excavation; or
- (c) collapse or partial collapse of any structure; or
- (d) damage to any load bearing member of, or the failure of any brake, steering device or other control device of, a crane, hoist, conveyor, lift or escalator; or
- (e) implosion, explosion or fire; or
- (f) escape, spillage or leakage of any hazardous material or dangerous goods; or
- (g) fall or release from a height of any plant, substance or object; or
- (h) damage to a boiler, pressure vessel or refrigeration plant; or
- (i) uncontrolled explosion, fire or escape of gas or steam.

**Serious bodily injury** is a work injury that causes—

- (a) the injured person's death; or
- (b) the loss of a distinct part or an organ of the injured person's body; or
- (c) the injured person to be absent from the person's voluntary or paid employment for more than 4 days.

**Serious electrical incident** is an incident involving electrical equipment if, in the incident—

- (a) a person is killed by electricity; or
- (b) a person receives a shock or injury from electricity, and is treated for the shock or injury by or under the supervision of a doctor; or
- (c) a person receives a shock or injury from electricity at high voltage, whether or not the person is treated for the shock or injury by or under the supervision of a doctor.

**Major accident under the *Dangerous Goods Safety Management Act 2001* (DGSM Act)** is a sudden occurrence (including, in particular, a major emission, loss of containment, fire, explosion or release of energy) leading to immediate or delayed serious harm or with the potential for serious harm from hazardous materials. Serious harm is harm that—

- (a) causes the death of a person; or
- (b) impairs a person to such an extent that because of the harm the person becomes an overnight or longer stay patient in a hospital; or
- (c) results in costs of more than \$50,000 being incurred to prevent, minimise or repair harm to property or the environment.

**Major hazard facility** is a facility that is classified by the chief executive under Part 4 Division 1 of the DGSM Act.

**Work caused illness** means—

- (a) an illness contracted by a person to which a workplace, a relevant workplace area, a work activity, or plant or substances for use at a relevant place was a significant contributing factor; or
- (b) the recurrence, aggravation, acceleration, exacerbation or deterioration in a person of an existing illness if a workplace, a relevant workplace area, a work activity, or plant or substances for use at a relevant place was a significant contributing factor to the recurrence, aggravation, acceleration, exacerbation or deterioration.

**Work injury** is—

- (a) an injury to a person that requires first aid or medical treatment if the injury was caused by a workplace, a relevant workplace area, a work activity, or plant or substances for use at a relevant place; or
- (b) the recurrence, aggravation, acceleration, exacerbation or deterioration of an existing injury in a person if—
  - (i) first aid or medical treatment is required for the injury; and
  - (ii) a workplace, a relevant workplace area, a work activity, or plant or substances for use at a relevant place caused the recurrence, aggravation, acceleration, exacerbation or deterioration; or
- (c) any serious bodily injury, if the injury was caused by a workplace, a relevant workplace area, a work activity, or plant or substances for use at a relevant place.

**NOTE: Notification to Work Cover is not a notification to Workplace Health and Safety Queensland.**

**If you have any questions about filling out the form, please call 1300 369 915.**

**Where an option is provided to answer a question, mark selection with X.**

**Please print and keep a copy of this form for your own records before submission.**



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*Workplace Health and Safety Act 1995*

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### Who must complete the form?

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If the workplace incident causes the death of the person conducting the business or undertaking, the next in charge at the workplace must notify Workplace Health and Safety Queensland.

The *Electrical Safety Regulation 2002* requires employers or self-employed persons to notify the Electrical Safety Office or Workplace Health and Safety Queensland of a serious electrical incident or dangerous electrical event.

The *Dangerous Goods Safety Management Regulation 2001* requires the occupier of a major hazard facility to, as soon as practicable, notify the chief executive about a major accident under the *Dangerous Goods Safety Management Act 2001*.

### When is the form to be lodged?

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  - (i) the circumstances involve high voltage electrical equipment; and
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- (d) the performance of electrical work by a person not authorised under an electrical work licence to perform the work;
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- (d) damage to any load bearing member of, or the failure of any brake, steering device or other control device of, a crane, hoist, conveyor, lift or escalator; or
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- (f) escape, spillage or leakage of any hazardous material or dangerous goods; or
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**Work caused illness** means—

- (a) an illness contracted by a person to which a workplace, a relevant workplace area, a work activity, or plant or substances for use at a relevant place was a significant contributing factor; or
- (b) the recurrence, aggravation, acceleration, exacerbation or deterioration in a person of an existing illness if a workplace, a relevant workplace area, a work activity, or plant or substances for use at a relevant place was a significant contributing factor to the recurrence, aggravation, acceleration, exacerbation or deterioration.

**Work injury** is—

- (a) an injury to a person that requires first aid or medical treatment if the injury was caused by a workplace, a relevant workplace area, a work activity, or plant or substances for use at a relevant place; or
- (b) the recurrence, aggravation, acceleration, exacerbation or deterioration of an existing injury in a person if—
  - (i) first aid or medical treatment is required for the injury; and
  - (ii) a workplace, a relevant workplace area, a work activity, or plant or substances for use at a relevant place caused the recurrence, aggravation, acceleration, exacerbation or deterioration; or
- (c) any serious bodily injury, if the injury was caused by a workplace, a relevant workplace area, a work activity, or plant or substances for use at a relevant place.

**NOTE: Notification to Work Cover is not a notification to Workplace Health and Safety Queensland.**

**If you have any questions about filling out the form, please call 1300 369 915.**

**Where an option is provided to answer a question, mark selection with X.**

**Please print and keep a copy of this form for your own records before submission.**

\*\*\*\*\*

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# Labour hire agencies:

## Managing the safety of on-hired workers

Workplace Health and Safety Queensland

### What is this guide about?

This publication is designed to assist labour hire agencies, group training organisations and other employers who provide workers or apprentices to client companies, to arrange placements that will not expose any worker to health and safety risks.

This publication outlines the workplace health and safety (WHS) duties of labour hire agencies. Please refer to the *Work Health and Safety Act 2011* for more specific information.

### How can this information help you?

The following information provides an overview of your WHS responsibilities as a labour hire agency, including:

- consulting with workers on WHS matters
- taking reasonable steps to ensure risks are controlled at the host (client) workplace
- monitoring and reviewing the effectiveness of measures to protect workers.

### What are the WHS duties of labour hire agencies?

Labour hire agencies and group training organisations are usually the direct employers of on-hired workers and have duties under the *Work Health and Safety Act 2011*. Even though you will not always have direct control or management of the workplaces involved, your duty remains as an employer to your on-hired workers.

This means that you have a legal duty to take action to establish that the workplace and its operations are safe before workers are placed with a client. You also need to continue monitoring workers' safety throughout the term of their placement.

Your client, as the host employer, also has WHS duties to labour hire workers and contractors.

It is important to understand that labour hire agencies and host employers both have duties for the safety of on-hired workers. A labour hire agency can not 'pass on' its legal duty, even if the host employer agrees to this.

**If you are not convinced the host workplace is safe, you should not provide a worker to that workplace.**



Effective consultation between labour hire agencies, their workers and their clients is fundamental to securing safe work placements. The labour hire agency should consult with their workers on WHS matters and support workers' rights to be represented. This responsibility is ongoing. You should also be assured of the appropriateness of your clients' WHS consultative arrangements as they relate to your workers.

## Establishing your WHS objectives

To effectively manage the workplace health and safety issues associated with labour hire, WHS must be an integral part of the way you do business. You should establish:

- organisational objectives that include WHS goals
- a framework for achieving these goals
- roles and responsibilities for staff accountable for WHS risk assessments and decisions
- training to ensure staff have the right skills to manage on-hired worker placements.

You can begin by assessing your organisation's safety systems by using the *Labour hire agency workplace health and safety health check*<sup>1</sup>. This will help to identify any gaps or deficiencies you need to address.

## Key steps to ensuring safe work placements

Achieving the safe placement of on-hired workers presents WHS situations that are distinctive to the labour hire industry. Along with the general WHS duties of an employer, labour hire agencies should also take the following steps for every placement:

1. provide an induction
2. assess the placement
3. monitor the workplace.

### 1. Provide an induction

Information must be provided to the worker about the host workplace and the work tasks, including workplace hazards and their controls. This should include both generic and site-specific WHS training and induction. Usually, you will provide the general induction before placement and the host employer will provide the site-specific induction. You need to consult with the host employer to ensure all appropriate induction and training is covered. If adequate induction and training is not provided (by both the agency and host employer), the worker may be exposed to unacceptable risks from the moment they start work.

<sup>1</sup> See attached — Checklist 1. *Labour hire agency workplace health and safety 'health check'*.

<sup>2</sup> See attached — Checklist 2. *First contact checklist – host employer*.

## 2. Assess the placement

The agency must adequately and competently assess the client's worksite and the worker's capacity to undertake the required work safely prior to the placement being made.

You should keep a 'training register' to demonstrate that agency staff (permanent and temporary) have the required knowledge, skills and capabilities to safely carry out the roles assigned to them.

## 3. Monitor the workplace

The agency must monitor the host workplace to ensure that health and safety requirements are being implemented as expected and that no new or potential risks to health and safety have arisen.

## Taking effective action

To effectively assess and control the WHS risks to the on-hired worker, the labour hire agency should:

1. gather information
2. visit the worksite
3. implement hazard controls and assess their adequacy.

### 1. Gather information

The first step in securing a safe work placement is to gather information about:

- the client (the prospective host employer)
- the work
- the worker
- the work environment.

#### The client

You must know about the client's operations and hazards, their WHS performance and their approach to managing safety in the workplace. The *First contact checklist – host employer*<sup>2</sup> provides an overview to making this assessment. Host employers should be made aware of Workplace Health and Safety Queensland's publication *Host employers: Managing the safety of labour hire workers* which will assist host employers to prepare for and manage the safety of labour hire workers.

Remember, it is your decision to place an on-hired worker or apprentice in a workplace. If you are not satisfied that the workplace is safe and the hazards are well managed, you should not provide personnel.

#### The work

You must obtain details of the jobs to be carried out by the worker, including information about:

- plant or equipment to be operated
- materials and substances to which the worker could be exposed
- specific hazards associated with any operation or activity.



Workplace arrangements for consultation and supervision should be clear to both the labour hire agency and the client, and details of induction and other training should be documented. Your duties are to ensure that consultation, supervision and training of your workers is carried out and ongoing. Describe any personal protective equipment (PPE) that is required and clarify who will provide it.

#### The worker

You must be confident that the qualifications and experience of the worker will enable them to undertake the work safely. Their level of skills, knowledge, competency, experience and training will all contribute to making this assessment. If the job requires certification, you must ensure on-hired workers have the appropriate and current licences.

#### The work environment

You can use information about the work environment to determine whether an employer is operating within a high-risk industry or an industry that has risks requiring specific control measures and operating certificates.

Hazards within the work environment must be identified and details should be recorded. The worker should know how to report any safety issues at the workplace. You should also obtain information about facilities and amenities.

## 2. Visit the worksite

The objective of worksite visits is to assess the WHS risks at the site and demonstrate commitment to carrying out your duty to your workers. The number of site visits required should reflect the degree of potential risk. Known high-risk industries are likely to require more frequent monitoring.

It is essential that the agency engages someone competent to make an informed WHS assessment of the worksite. This will require knowledge and understanding of the client's operations, workplace hazards and WHS management systems. Ongoing contracts should require that site visits are repeated at appropriate intervals to ensure no changes occur that could compromise safety.

The initial site assessment should be made before the worker is placed at another employer's workplace. The host employer's WHS documentation should reflect its safe operating procedures relevant to the work. The WHS policy manual, hazard-specific policies and procedures should be reviewed and a job safety assessment (JSA) carried out and documented.

<sup>1</sup> See attached — Checklist 3. *Assessment of host employer's system for managing workplace health and safety.*

The *Assessment of host employer's system for managing workplace health and safety*<sup>1</sup> provides a template for site visit observations. You can adapt this template to reflect the different circumstances of particular worksites.

## 3. Implement hazard controls and assess their adequacy

As part of the consultative process with the host employer, you should ensure action is taken to control WHS risks. Remember, the labour hire agency has control over whether or not a worker is placed with a client. Therefore, you must be satisfied that hazards will be managed effectively and your workers will not be at risk. Timeframes must also be agreed with the host employer to ensure that action is taken without undue delay.

Representatives of the labour hire agency and the host employer should document and sign off agreed risk control measures. Review the induction provided to workers to ensure it has taken place and that it was sufficient to address all WHS risks specific to the site and tasks.

A 'monitoring' inspection should be conducted and recorded. Use previous worksite assessments as a starting point. Discuss the job with the worker and meet with the client after the inspection to discuss the results and to resolve any issues or concerns you have identified.

For further information visit Workplace Health and Safety Queensland's website at [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au) or call 1300 369 915.

## Checklist 1.

### Labour hire agency workplace health and safety 'health check'

**Who uses this form?** Labour hire agency.

**Purpose** To assess how well a labour hire agency understands and manages workplace health and safety issues.

**What should happen?** The management representative of the labour hire agency uses this form to identify health and safety system shortcomings, and formulate plans to remedy these shortcomings. The assessment should be stored with the agency's workplace health and safety records. Progress towards completing the remedial actions in the plans should be discussed at regular management meetings.

Please answer every question

Q.	Question If 'no', go to the action column and describe the steps necessary for your agency to conform to the question.	Yes	No	If 'yes', please answer these questions. If 'no', go to the action column and describe the steps necessary for your agency to conform to the question.	Yes	No	Action
1	Does one of your agency's selection criteria for host employers include their systematic management of the hazards in the workplace that cause injuries?			Does your agency assess whether the host employer has a system for managing safety?			
				Does your agency assess the effectiveness of the host employer's system for managing safety?			
				Does your agency have a documented process and tools for guiding this part of the client selection process?			
2	Does your agency assess the risk of injury to agency workers at host employer's sites before each new placement?			Do the personnel carrying out these assessments possess trade or WHS skills that qualify them as competent to identify all features of the work environment that present a risk of injury?			
				Can personnel carrying out these assessments identify the specific control measures needed to reduce the risk of injury?			
				Is this process documented and does the document identify all risks of injury to which the worker may be exposed?			
				Has the person carrying out the assessment been trained and deemed competent in using the document?			

*Continued*



**Checklist 1.** Labour hire agency workplace health and safety ‘health check’ (continued)

Q.	Question If ‘no’, go to the action column and describe the steps necessary for your agency to conform to the question.	Yes	No	If ‘yes’, please answer these questions. If ‘no’, go to the action column and describe the steps necessary for your agency to conform to the question.	Yes	No	Action
3	Does the ‘assessor’ negotiate with the host employer to improve the management of safety issues?			Does the ‘assessor’: <ul style="list-style-type: none"> <li>• ensure adequate risk control measures are in place before the agency provides workers</li> <li>• document the findings and agreed actions</li> <li>• follow up on agreed actions to verify completion?</li> </ul>			
4	Does the agency ensure workers are not supplied to a host employer before adequate measures to control the risk of injury are implemented?			Does the agency have a documented procedure for ensuring this always occurs?  If the agency has a bonus system that encourages salespersons/consultants to make placements, does the agency ensure that salespersons/consultants are not encouraged to make placements even though they know the workplace is unsafe?			
5	Does your agency obtain written information about the jobs, materials and substances, tools and equipment and the environment to which the worker will be exposed?			Do you gather written information about the work that is required of the agency worker?  Do you gather written details of the materials and substances to which the agency worker will be exposed?  Do you gather written information about the tools and equipment the agency worker will be using?  Do you gather written information regarding the environment in which the agency worker will be working (including supervision)?			

*Continued*

**Checklist 1.** Labour hire agency workplace health and safety ‘health check’ (continued)

Q.	Question If ‘no’, go to the action column and describe the steps necessary for your agency to conform to the question.	Yes	No	If ‘yes’, please answer these questions. If ‘no’, go to the action column and describe the steps necessary for your agency to conform to the question.	Yes	No	Action
6	Does your agency provide workers with induction training?			Does the induction training include: <ul style="list-style-type: none"> <li>• information about the work and workplace in which the worker will be working</li> <li>• the risks of injury and how these are controlled by your client</li> <li>• what to do if asked to perform work different to that for which they are employed</li> <li>• the method for reporting safety concerns and any other issues to the agency?</li> </ul>			
7	Does the host employer provide agency workers with induction training?			Does the induction training include: <ul style="list-style-type: none"> <li>• client specific information</li> <li>• how to report safety concerns/consultation procedures</li> <li>• information about the work and workplace in which the worker will be working</li> <li>• the risks of injury and how these are controlled by your client</li> <li>• job/site specific information?</li> </ul>			
				Is the induction training documented?			
				Does the agency verify that induction training has occurred?			

*Continued*

**Checklist 1.** Labour hire agency workplace health and safety 'health check' (continued)

Q.	Question If 'no', go to the action column and describe the steps necessary for your agency to conform to the question.	Yes	No	If 'yes', please answer these questions. If 'no', go to the action column and describe the steps necessary for your agency to conform to the question.	Action	
					Yes	No
8	Does your agency have a visitation schedule for monitoring the ongoing safety of workers by visiting the workplace?			Is there a documented system to validate workplace visits?		
				Does the monitoring visit seek to identify whether the risks of injury or illness continue to be adequately controlled for the agency worker?		
				Does the agency evaluate the performance of staff responsible for ensuring that agency workers are not placed at risk of injury or illness?		
9	Does your agency have a documented business plan?			Is workplace safety included in the business plan?		
				Are the safety goals clear and widely understood within the agency?		
				Are key and/or senior personnel responsible for achieving the safety goals?		
10	Does your agency ensure an avenue for consultation between the agency, the host employer and the agency workers?			Does the consultation: <ul style="list-style-type: none"> <li>involve the WHSR committee if required</li> <li>take place when there are any changes to the working conditions or tasks</li> <li>involve the person in control of the workplace (usually the host employer)?</li> </ul>		



## Checklist 2.

### First contact checklist – host employer

**Who uses this form?** Labour hire agency.

**Purpose** To obtain preliminary information about the job, work environment and host employer.

**What should happen?** Keep the original at the labour hire agency in a file with the host employer's name on it.

Client company name: \_\_\_\_\_

Client address: \_\_\_\_\_

Client contact name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Type of business: \_\_\_\_\_

1.	The client (host employer)	Client response	Comments
1.1	<b>Structured approach to managing safety</b> Is there a system for managing safety?		
1.2	Is there a documented system for managing safety?		
1.3	<b>Historical WHS performance</b> What is your WorkCover number?		
1.4	What is your industry premium rate?		
1.5	What is your premium rate?		
1.6	Is your premium rating greater than your industry premium? (This can indicate poor workplace health and safety management)		
1.7	<b>Organisational size and structure of workforce</b> Do you know how many full-time workers you have?		
1.8	Do you know how many casual and labour hire workers you have?		
1.9	Is there a much greater number of casual and labour hire workers to full-time workers?		
1.10	<b>Historical claims performance</b> Do you know how many injuries you have had in the past year?		
1.11	Will labour hire workers be working in these areas where injuries were mostly sustained?		

**Conduct usual final checks (attach documents)**

*Continued*

**Checklist 2.** First contact checklist – host employer (continued)

2. The work		Validated on workplace visit
2.1	Job title:	
2.2	Summary of tasks:	
2.3	Plant and equipment to be used:	
2.4	Substances and materials to be used:	
2.5	Hours of work:	
2.6	Intended duration of contract:	
2.7	Supervisor (name, position and contact details):	
2.8	Level of supervision to be provided (tick): <input type="checkbox"/> Continuous <input type="checkbox"/> Frequent <input type="checkbox"/> Occasional <input type="checkbox"/> Minimal <input type="checkbox"/> None	
2.9	Training provided before commencing work (tick): <input type="checkbox"/> Induction <input type="checkbox"/> On-the-job <input type="checkbox"/> Formal <input type="checkbox"/> None	
2.10	Is personal protective equipment required? (tick): <input type="checkbox"/> Yes <input type="checkbox"/> No	

3. The worker		Validated on workplace visit
3.1	Qualifications the worker should possess:	
3.2	Experience the worker should possess:	
3.3	Other selection criteria (medical/literacy/numeracy):	

4. The work environment		Validated on workplace visit
4.1	Physical location of work—address of workplace:	
4.2	Physical location of work (e.g. workshop, plant number etc.):	
4.3	To whom are safety issues to be reported? (name, role and contact details):	
4.4	How are safety issues to be reported? (tick): <input type="checkbox"/> verbally <input type="checkbox"/> in writing <input type="checkbox"/> other	
4.5	Is there a safety coordinator? (tick): <input type="checkbox"/> Yes <input type="checkbox"/> No	

*Continued*



**Checklist 2.** First contact checklist – host employer (continued)

4. The work environment		Validated on workplace visit
4.6	Is the safety coordinator? (tick): <input type="checkbox"/> full-time (safety only) <input type="checkbox"/> part-time (inc. other duties) <input type="checkbox"/> external consultant	

5.	Hazards in the workplace	Yes	No	Details	Validated on workplace visit
5.1	Loud noise				
5.2	Lifting				
5.3	Electrical				
5.4	Chemicals				
5.5	People and vehicles in same area				
5.6	Falling objects				
5.7	Dangerous machinery				
5.8	Vehicles/plant				
5.9	Unguarded equipment				
5.10	Heavy tools				
5.11	Stretching or reaching				
5.12	Slippery or cluttered floors				
5.13	Hazardous substances				
5.14	Manual tasks				
5.15	Other				

Who completed the workplace visit and validated the information provided by the client?


Name:


Signature:

Date:

Proceed to placement (tick):  Yes  No

**Workplace Health and Safety Queensland**

 [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au)

 1300 369 915

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## Checklist 3.

### Assessment of host employer's system for managing workplace health and safety

**Who uses this form?** Labour hire agency.

**Purpose** To identify the effectiveness of the host employer's health and safety management procedures.

**What should happen?** Give copies to the client's host employer. Keep the original copy at the labour hire agency in a file with the host employer's name on it. This tool should be used for evaluating the systematic approach to safety taken by potential host employers and used annually to evaluate progress made by the client in systematically managing safety. The more conditions to which a potential client can demonstrate that they conform, the greater confidence you can have of the client's ability to manage the safety of agency workers.

1. Host employer details	
Name:	Title:
Representative:	
Address:	
Completed by: <i>Full name (CAPITALS please)</i>	Title:

2.	Commitment and policy Health and safety issue	Yes	No	If no, what could we do about this?
2.1	Has the host employer appointed a management representative (a senior manager who is responsible for making sure safety is managed properly)?			
2.2	Has the management representative undergone any workplace health and safety training?			
2.3	Does the host employer have a written workplace health and safety policy?			
2.4	Does the host employer have documented workplace health and safety responsibilities?			
2.5	Does the host employer have documented consultation procedures?			

*Continued*

**Checklist 3.** Assessment of host employer's system for managing workplace health and safety (continued)

3.	Planning Health and safety issue	Yes	No	If no, what could we do about this?
3.1	Does the host employer have a safety plan that clearly identifies objectives (e.g. eliminate injuries caused by grinders) relating to the client's industry/business?			
3.2	If there is a safety plan is it more than a year old or out of date?			
3.3	If there is a safety plan, do the objectives have timeframes and are resources, personnel and responsibilities allocated?			
3.4	Does the host employer have hazard identification and risk assessment procedures?			
3.5	Does the host employer have in place a documented process to control major workplace hazards, such as plant, electricity and hazardous substances?			
3.6	Does the host employer manage risks consistent with the 'hierarchy' of control? (i.e. eliminating, substituting/isolating/engineering, and administrative/personal protective equipment).			
3.7	Has the host employer identified the most common causes of injury within their workplace?			
3.8	Does the host employer have a procedure for procurement in which safety is included?			
3.9	Does the host employer have written safe work procedures that reflect the way in which jobs should be done to ensure safety, or are they simply question/answer style work instructions?			
3.10	Does the host employer know which health and safety legislation applies to their business?			

4.	Implementation Health and safety issue	Yes	No	If no, what could we do about this?
4.1	Does the host employer make people in their workplace aware of their health and safety responsibilities? If so, how?			
4.2	Does the host employer provide workers with information, training and supervision to ensure they perform the work safely?			
4.3	Does the host employer have a specific process in place for managing the safety of workers and contractors?			
4.4	Does the host employer have a formal induction process?			

*Continued*



**Checklist 3.** Assessment of host employer's system for managing workplace health and safety (continued)

4.	Implementation Health and safety issue	Yes	No	If no, what could we do about this?
4.5	Does the host employer keep WHS and other training records?			
4.6	Does the host employer ensure incidents are reported, investigated and actions taken to prevent a recurrence, and are followed up? If so, how?			
4.7	Does the host employer provide workers with suitable personal protective equipment?			
4.8	Have the host employer's workers been trained to correctly use, maintain and store personal protective equipment?			
4.9	Is there a process to involve workers in workplace health and safety issues (e.g. consultations/toolbox meetings with two-way flow of information/WHS committee meetings)?			
4.10	Does the host employer have a formal (documented and well-understood) process for workers reporting safety concerns?			
4.11	Does the host employer ensure workers adhere to the policies and procedures? If so how?			
4.12	Is there a documented process for identifying the hazards that can cause injury, harm or illness and for ensuring the risks are controlled?			
4.13	Are hazardous substances clearly labelled and safely stored?			
4.14	Is there a folder (or software system) that contains material safety data sheets for all substances used or stored at the workplace?			
4.15	Are residual current devices (safety switches) fitted to electrical equipment that is frequently moved?			
4.16	Are all circuits protected with earth leakage circuit breakers?			
4.17	Does the host employer have emergency procedures for the workplace that reflect the types of emergencies they could encounter?			
4.18	Have the host employer's workers been trained in what to do in an emergency?			
4.19	Are periodic checks made to ensure emergency exits are well signposted, easily opened and clear of obstacles?			
4.20	Do workers have access to adequate first aid facilities, such as first aid kits and wash stations?			

*Continued*

**Checklist 3.** Assessment of host employer's system for managing workplace health and safety (continued)

5.	Management and evaluation Health and safety issue	Yes	No	If no, what could we do about this?
5.1	Does the host employer review the policies and procedures to identify whether they are working and still suitable?			
5.2	Is there a process to evaluate the recorded workplace injuries and illnesses?			
5.3	Does the host employer have a process in place to monitor their compliance with legal duties?			
5.4	Does the host employer have a process to periodically monitor health and safety in the workplace (i.e. to make sure the safety standard doesn't deteriorate)?			
5.5	Does the host employer have a process to report work-related injuries or illnesses to the labour hire agency?			
5.6	Does the host employer have a process to report and record any notifiable incidents to Workplace Health and Safety Queensland?			
5.7	Are managers and supervisors reviewed against their management of safety?			

6.	Management review Health and safety issue	Yes	No	If no, what could we do about this?
6.1	Does the host employer have a program of evaluating their approach to health and safety that identifies whether the approach is properly implemented and is effective in meeting their WHS objectives?			
6.2	Does the host employer have a process for using the audit information within their WHS planning for future years?			
6.3	Does senior management review the outcomes of audits?			

For further information visit Workplace Health and Safety Queensland's website at [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au) or call 1300 369 915.



# Host employers:

## Managing the safety of labour hire workers

Workplace Health and Safety Queensland



### What is this guide about?

This publication is designed to assist host employers to prepare for and manage labour hire workers. It provides information and tools to help:

- clarify your workplace health and safety (WHS) duties
- identify risks to health and safety
- match the labour hire worker to tasks
- complete induction and training
- supervise and monitor the health and safety of people at the workplace.

Further labour hire guidance material can be found at [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au) including the guide, *Labour hire agencies: Managing the safety of on-hired workers*.

These publications provide useful information and tools which will assist you and the labour hire agency to provide a safe place of work for labour hire workers.

### What is a host employer?

A 'host employer' is a firm that uses labour hire workers supplied by a labour hire agency or contracts with a Group Training Organisation (GTO) for the training of apprentices or trainees.

### Host employers' workplace health and safety (WHS) duties

#### Why do host employers need to manage the safety of labour hire workers and contractors?

Under Queensland WHS laws, employers are responsible for the health and safety of all workers at their workplace. As a host employer engaging labour hire workers or contractors, your duties as an employer also extend to these labour hire workers or contractors.

Effective consultation between the host employer, the labour hire agency and their workers is essential to providing a safe work environment. As a host employer, if you are asked to consult with workers on WHS matters, you have a legal duty to do so on an ongoing basis.



## What do you need to do as a host employer?

As a host employer with labour hire workers, you need to take the following actions:

- treat labour hire workers, apprentices and trainees as though they are your own workers in providing and maintaining a safe working environment and conditions
- define the job, tasks or roles that labour hire workers will perform
- identify hazards associated with the work, and assess and control risks
- identify the skills and knowledge (including any licensing and certification requirements) that labour hire workers need in order to do their work safely
- advise the labour hire agency of the job requirements, work environment, organisational arrangements, health and safety risks associated with the work, and the skills and knowledge required for the work. Refer to the *Job description checklist*
- verify that the workers selected have the necessary skills and knowledge to perform their work safely
- clarify who will provide any equipment, including personal protective equipment (PPE), to enable the workers to do the work safely. Ensure that equipment brought into your workplace meets health and safety standards
- conduct workplace inductions for all labour hire workers, including new workers or new tasks. Provide any other training that enables them to perform their work safely. Refer to the *Labour hire workers selection, induction and training record form*
- support and encourage consultation with workers in relation to health and safety issues
- establish an open communication process and encourage labour hire workers to participate in workplace consultative arrangements. Introduce labour hire workers to health and safety staff and the person with the WHS management responsibility in the area where they will work
- verify that labour hire workers understand the WHS requirements in your workplace
- provide adequate supervision to monitor whether the work is being conducted safely
- encourage labour hire workers and the labour hire agency to participate in hazard management specific to the labour hire workers' work
- inform the agency if there is a change to your workplace that impacts on the labour hire workers. Do not transfer labour hire workers to other tasks until the agency responds. You should provide any further training, instruction or information to the labour hire workers as necessary

- encourage labour hire workers to maintain contact with the labour hire agency
- cooperate with the labour hire agency to help meet its legal WHS duties
- allow the labour hire agency to have access to the workplace and relevant documents to enable them to perform a workplace safety assessment.

To make the process easier, many labour hire agencies will actively assist you to manage the safety of all workers at your workplace.

## What should you expect from labour hire agencies?

Labour hire agencies should:

- gather information about the job, including the qualifications, skills and licences needed to match the right person to the position
- gather information from the host employer to determine the potential for injury to their workers
- consult with the host employer on ways that identified risks can be controlled
- have a written agreement with the employer that clearly outlines WHS expectations and responsibilities, including the channels to quickly communicate information
- provide WHS induction and training at the agency to ensure work is done efficiently and safely
- visit the worksite regularly and have effective consultation processes in place with their workers
- have a documented system for managing safety, including agency staff trained in WHS.

Labour hire agencies should not provide workers to a business when the particular business' safety assessment or record demonstrates that the host employer does not provide a safe workplace.

For further information visit Workplace Health and Safety Queensland's website at [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au) or call 1300 369 915.

# Job description checklist

## Instructions for using this document

Prior to engaging labour hire workers, the host employer should:

1. complete the job description details below
2. ensure the worker suits the job requirements
3. ensure the actions on the induction and training checklist are signed off when completed
4. send a copy of this form to the labour hire agency (via fax or email)
5. retain a copy for their records.

**Job title:** \_\_\_\_\_

**Hours of work:** \_\_\_\_\_

**Intended duration of contract:** \_\_\_\_\_

**Name of host company and address of work:** \_\_\_\_\_

**Physical location of work (e.g. workshop, plant number etc):** \_\_\_\_\_

**Summary of tasks or job:** \_\_\_\_\_

**Supervisor (name, position and contact details):** \_\_\_\_\_

**Supervision provided:**     Continuous       Frequent (hourly)       Occasional (every few hours)       Minimal (daily)       None

**Qualifications (licences etc.) that the worker must have:** \_\_\_\_\_

**Experience the worker should have:** \_\_\_\_\_

**Other selection criteria (e.g. medical):** \_\_\_\_\_

**Training provided:**     Induction       On-the-job       Formal/ongoing       None

**Personal protective equipment (PPE) provided by:**     Labour hire agency       Host employer

**Please outline any hazards or other issues in the work and workplace that have the potential to cause injury to workers (including but not exclusive to):**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Slippery or cluttered floors           | <input type="checkbox"/> Access to moving parts             | <input type="checkbox"/> Stretching or reaching |
| <input type="checkbox"/> People and forklifts in the same areas | <input type="checkbox"/> Occupational violence and bullying | <input type="checkbox"/> Electricity            |
| <input type="checkbox"/> Falling objects                        | <input type="checkbox"/> Loud noise                         | <input type="checkbox"/> Chemicals              |
| <input type="checkbox"/> Dangerous machinery                    | <input type="checkbox"/> Lifting                            | <input type="checkbox"/> Other                  |
| <input type="checkbox"/> Vehicles                               | <input type="checkbox"/> Heavy loads                        |   |

**Risk control plan attached?**     Yes       No

For further information visit Workplace Health and Safety Queensland's website at [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au) or call 1300 369 915.





Precision.					
Details of contravention/s (the relevant sections as applicable): <ul style="list-style-type: none"> <li>• WHSQ Act 2011 s19(3)(1)(d) Safe use, handling, storage of plant, structures and substances.</li> <li>• WHSQ Act 2011 s19(3)(c) Safe system of work.</li> <li>• WHSQ Regulation s42(1) Duty to provide first aid equipment.</li> <li>• WHSQ Regulation 2011 s49 Ensuring exposure standards are not exceeded.</li> </ul>					
Corrective actions implemented by the duty holder: <ul style="list-style-type: none"> <li>• Immediate stop of spray painting activity.</li> <li>• Use of paint rollers to apply paint in open area.</li> <li>• Obtained quotation for ventilation, extraction, filtering equipment.</li> </ul>					
Details of compliance action taken (by inspector): <ul style="list-style-type: none"> <li>• Advice about maintaining first aid kit.</li> <li>• Prohibition notice – stop activity of spray painting in a confined area without adequate ventilation, extraction and filtering equipment.</li> </ul>					
<i>Allocated inspector</i>	Wayne Armstrong	<i>Date</i>	12/09/2014	<i>Signature</i>	

### Response assessment activity checklist

People		Yes	No
<b>Injured or affected person/s</b>	Names of injured/affected persons	<b>X</b>	
	Address of injured/affected persons		<b>X</b>
	Contact details of injured/affected persons		<b>X</b>
	Statements obtained (only where applicable)		<b>X</b>
	Condition (injuries of) person/s		<b>X</b>
	Employment record		<b>X</b>
	Training/induction records		<b>X</b>
	Qualifications/experience		<b>X</b>
	Work hours/fatigue issues		<b>X</b>
<b>Witnesses</b>	Names of witnesses	<b>X</b>	
	Address of witness		<b>X</b>
	Contact details of witness	<b>X</b>	
	Role of witness in incident/complaint	<b>X</b>	
	Position/role/qualifications/responsibilities	<b>X</b>	
<b>Process/policies/procedures</b>			

<b>Response assessment activity checklist</b>			
<b>Work Process</b>	Circumstances of incident/complaint identified	X	
	Task activity	X	
	Hazard identified	X	
	Risk identified	X	
	Inductions		X
	Risk assessment records		X
	Instruction/supervision/information/training		X
<b>Equipment</b>			
<b>Plant/substance details</b>	Make / manufacturer	X	
	Model / substance name	X	
Note: May involve more than 1 item.	Serial Number		X
<b>Plant/substance details</b>	Condition (general, guarding etc)		X
	Owner details	X	
	Maintenance records		X
	Risk assessment records		X
	Licence's required		X
	Electrical instrument category rating		X
	For electrical equipment – equipment approvals where applicable		X
<b>Environment</b>			
<b>Environmental factors</b>	Lighting		X
	Time of day		X
	Weather conditions		X
	Temperature		X
	Noise		X
	Visibility		X
<b>Inspector</b>	Observations/recollections	X	
	Photographs/sketches taken	X	

<b>Response assessment activity checklist</b>			
	Expertise/qualifications		X
<b>Documents received</b>	Signed and dated on back from recipient	X	
<b>Seizure</b>	Is seizure of plant/ a substance, part of the workplace or the workplace required		X
<b>Statutory Notices</b>	Improvement notice		
	Prohibition notice	X	
	Infringement Notice		
<b>Other</b>			
<b>Other</b>			
<b>Other</b>			

<b>Response Assessment Review</b>				
Officers present at review:	Insert name of officers present e.g. RMT name/s		Insert title	
Assessment completed:	Insert date	Review date:	Insert review date	
<b>Response Actions (assessed by reviewer)</b>				
<b>Document</b>	<b>Yes</b>	<b>No</b>	<b>Inspector name/provider name</b>	
Workplace inspection report (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>		
Notices issued	<input type="checkbox"/>	<input type="checkbox"/>		
Notebook notes	<input type="checkbox"/>	<input type="checkbox"/>		
Photographs	<input type="checkbox"/>	<input type="checkbox"/>		
Expert report	<input type="checkbox"/>	<input type="checkbox"/>		
Documents gathered	<input type="checkbox"/>	<input type="checkbox"/>		
CISr entries complete	<input type="checkbox"/>	<input type="checkbox"/>		
Has the complainant/notifier requested feedback be provided?	<input type="checkbox"/>	<input type="checkbox"/>		
If yes to the question above, has feedback been provided?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Assessment Triage (case management)</b>			<b>YES Go to</b>	<b>No Go to</b>
1	Did the event develop into a critical event involving a fatality or injury?		<b>A</b>	<b>2</b>
2	Is the duty holder/subject of enquiry the only potential creator of the risk?		<b>3</b>	<b>C</b>
3	Was it reasonably practicable for the duty holder /s to have foreseen the risk? i.e: Is there a Regulation, COP, A/S or manufacturer's instruction available.		<b>4</b>	<b>5</b>

4	Was it reasonably practicable for the duty holder/s to have taken steps to control the risk? i.e: Is there a Regulation, COP, A/S or manufacturer's instruction available.	<b>C</b>	<b>5</b>
5	Has the action taken to date been sufficient to manage the risk into the future?	<b>D</b>	<b>C</b>
<b>A</b> Forward to Regional Investigations Manager (RIM) for assessment of response <b>B</b> Create new - or maintain response assessment and allocate to inspector <b>C</b> RMT to determine appropriate action <b>D</b> Regional Close Out			
<b>Triaging Conclusions</b>			
Conclusions:	<input type="checkbox"/> <b>RIM referral</b> (Referral for investigation form to be completed) <input type="checkbox"/> <b>Return to inspector – further action required</b> <input type="checkbox"/> <b>Closeout</b> (Closeout conclusions to be included below)		
Closeout conclusions (if applicable): Insert closeout conclusions			
<i>Regional delegate</i>		<i>Date</i>	<i>/ /</i>
		<i>Signature</i>	

REPORT: **CIRR00010** **Employer History**

PARAMETERS: **Detailed**

USERNAME: REPORT\_USER@DBAP10

DATE CREATED: 19-NOV-2014 10:57 AM

-





**CAUTION**  
Hazardous to the environment  
Keep away from children  
Do not use in confined spaces



20lt

Batch No:

1460416

UN NO	1263
HAZCHEM	3YE



**PRECAUTIONS:**  
 - Store in a cool, dry place away from heat and open flames.  
 - Do not use in confined spaces.  
 - Avoid contact with skin and eyes.  
 - If contact occurs, wash thoroughly with water.  
 - Do not breathe vapors.  
 - Use in a well-ventilated area.  
 - Do not use near electrical equipment.  
 - Do not use in the presence of sparks or fire.  
 - Do not use in the presence of oxidizing agents.  
 - Do not use in the presence of acids or alkalis.  
 - Do not use in the presence of strong oxidizers.  
 - Do not use in the presence of strong reducers.  
 - Do not use in the presence of strong acids or bases.  
 - Do not use in the presence of strong oxidizing agents.  
 - Do not use in the presence of strong reducing agents.  
 - Do not use in the presence of strong acids or bases.  
 - Do not use in the presence of strong oxidizing agents.  
 - Do not use in the presence of strong reducing agents.









TURN THE  
EXHAUST FAN  
OFF EVERY  
AFTERNOON























**CAUTION**  
KEEP OUT OF REACH OF CHILDREN  
READ SAFETY DIRECTIONS BEFORE OPENING



UN NO	1263
HAZCHEM	3YE

**FIRST AID MEASURES**  
If poisoning occurs contact a doctor or Poisons Information Centre.  
Poisons Information Centre: 13 11 26 (available in Australia only)

**Inhalation:** If swallowed, DO NOT induce vomiting. Give a glass of water and seek medical advice.  
**Eye:** Flush with flowing water for at least 20 minutes, and if symptoms persist, seek medical attention.  
**Skin:** Flush skin with flowing water, use soap if available, remove contaminated clothing and shoes. If irritation or discomfort, seek medical attention. Decontaminate before re-use.  
**Ingestion:** Remove source of contamination or move person to fresh air. Give artificial respiration if breathing has stopped. Seek medical attention.  
**Fire:** R11 Highly Flammable  
R20 Harmful by inhalation  
S2 Keep away from heat  
S23 Avoid contact with eyes  
S24 Do not empty into drains  
S53 Take precautionary measures against static discharges



IN A TRANSPORT  
EMERGENCY  
CALL 000  
POLICE OR FIRE  
BRIGADE  
Refer to MSDS  
before handling  
or using

PAINT CITY  
CNS COLours and more  
CURRUMBIN NSW 1500  
PHONE 07 4451 0000

20lt  
Batch No: 14G0416







Full face mask

**CF 01**



Made in Japan.

















**ARMOURWEAR**















Email [wayne.armstrong@justice.qld.gov.au](mailto:wayne.armstrong@justice.qld.gov.au)

Level 1, J.H. Roberts House  
60 Wises Rd, Maroochydore, 4558  
Po Box 5177, Maroochydore BC, 4558  
Website [www.justice.qld.gov.au](http://www.justice.qld.gov.au)

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Wayne Armstrong  
A/Principal Inspector  
Workplace Health And Safety Queensland.  
Department of Justice and Attorney-General.

Ph: 5459 8218.  
Fax: 5459 8236.  
Mob: 0409 617 230  
Email [wayne.armstrong@justice.qld.gov.au](mailto:wayne.armstrong@justice.qld.gov.au)

Level 1, J.H. Roberts House  
60 Wises Rd, Maroochydore, 4558  
Po Box 5177, Maroochydore BC, 4558  
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Wayne Armstrong  
A/Principal Inspector  
Workplace Health And Safety Queensland.  
Department of Justice and Attorney-General.

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Fax: 5459 8236.  
Mob: 0409 617 230  
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