

COMPLAINT RATING INSTRUCTIONS

For each complaint:

- Determine the *likelihood* of an incident occurring at the workplace
- Determine the *consequences* of an incident occurring at the workplace
- Combine your *likelihood* and *consequence* estimates to rate the complaint.

Using the ratings of each complaint, develop a prioritised list of complaints requiring action


Score	Action
High	Arrange for an inspector to go to the workplace to either conduct a hazard specific or comprehensive assessment at the workplace and to resolve the issue, unless the District Manager believes the matter can be better resolved by a phone call to the Employer or Principal Contractor.
Moderate or Low	Contact the workplace to resolve the matter with the Employer or Principal Contractor. Inform the Employer or Principal Contractor that an inspector may visit the workplace to check compliance. Suggest that the Employer or Principal Contractor may want to report back on the action taken and when the improvements have been completed.

RUNNING SHEET

DATE	TIME START	TIME FINISH	PARTICULARS	INSPECTORS INVOLVED
5/6/07			File forwarded to Brett Biddle	DB
6/6/07	1400		Called injured worker and explain WHSQ action plan	
			- INJURY IS A STRAIN (TYPE 2)	
			- WHSQ NOT INVOLVED AT THIS	
			STAGE, HOWEVER, WILL PLAN	
			TO CONDUCT A CWA ON THE	
			LIFTING/ERGO ISSUES BEFORE	
			END 2007	

					THE ISSUE YOU RAISE WILL BE ADDRESSED IN ACCORDANCE WITH WORKPLACE HEALTH AND SAFETY QUEENSLAND? S CURRENT ENFORCEMENT POLICY. YOURS SINCERELY BRETT BIDDLE A/PRINCIPAL INSPECTOR (OPERATIONS) WORKPLACE HEALTH AND SAFETY QUEENSLAND BRISBANE NORTH				
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\$Rev: 37559 \$

Last updated: JUNE 12, 2013, 10:27:07

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

PARAMETERS: **Detailed**

USERNAME: **REPORT_USER@DBAP10**

DATE CREATED: **10-FEB-2015 02:43 PM**

Out of scope

Events Id	Event Date	Type	Priority	Priority Level	Status
79337	12/05/2008	WHS	2	Serious bodily injury	No further action
Notify Date	12/05/2008	Notified By	QAS		Tel: NOT PROVIDED
Injured Persons	sch.4/4/6(1)				
Event Desc	MOVING GLASS - SUSTAINED CUT TO UPPER LEFT LEG.				
Secured Site	Details				
Event Activities Id	Date	Type	Inspector	Note book	
488265	02/06/2008	NO FURTHER ACTION	RANDE FALOONE		
Description	IN ACCORDANCE WITH THE WORKPLACE HEALTH AND SAFETY ENFORCEMENT FRAMEWORK INCIDENT ACTIONED:-BY WAY OF W/P ASSESSMENT # 126254 AND ALLOCATED TO WALKER TABUA.				

Events Id	Event Date	Type	Priority	Priority Level	Status
37985	09/08/2005	WHS	3	Complaints regarding significant risk	No further action

Out of scope