

# Request for advisory visit

WorkCover NSW offers up to three free advisory visits for businesses with up to 50 FTE within a 12 month period. Visits are not an inspection or audit and do not provide any form of certification or accreditation. You will receive a concise report outlining the issues discussed and the priorities you agree can be actioned. This may provide you with a sound basic safety improvement plan for your business. Visits are by appointment and you should allow up to two weeks for your request to be processed. Persons conducting a business or undertaking (PCBU) that are specialised or self insurers or treasury managed funds are not eligible for this service.

## CONTACT DETAILS

Requestor's name

Position in organisation

Phone number

Fax number

Mobile number

Email

Primary business contact (if different to the requestor)

Position in organisation

Phone number

Fax number

Mobile number

Email

## BUSINESS DETAILS

Business/organisations name

Street address

Suburb

Postcode

ABN

Workers Compensation policy number

What industry is your business/organisation

Does your business engage any workers?

No. Business is a sole trader/partnership

Yes. Number of workers (equivalent full time)

**ADVISORY VISIT DETAILS**

Where would you like the assistance visit to take place?

- My workplace     WorkCover office     Other (please specify)

Please number 1 to 6 (in order of priority) issues you would like to discuss during the visit. A maximum of 6 topics can be addressed:

**Management system issues**

- Consultation
- Documentation and reporting
- Emergency procedures
- Injury management, return to work
- Risk management
- Safe work procedures
- Training and supervision
- Work health and safety responsibilities, management commitment, work health and safety policy
- Workers' compensation

**Hazard management issues**

- Asbestos/demolition
- Biological hazards
- Electrical safety
- Hazardous chemicals
- Hazardous manual tasks
- Noise
- Plant and machinery
- Site management
- Slips, trips and falls
- Traffic management
- Violence, bullying

- Working at heights
- Working environment
- Other (specify)

Requestor signature

Date (DD/MM/YYYY)

**Return to:**

Request for Advisory Visit, WorkCover NSW, Locked Bag 2906, Lisarow, NSW 2252.

Fax: (02) 9287 5759    Email: [contact@workcover.nsw.gov.au](mailto:contact@workcover.nsw.gov.au)

**Disclaimer**

WorkCover NSW provides advice to assist businesses build their capacity to effectively manage work health and safety, workers compensation and return to work for injured workers. While the provision of advice will assist businesses in meeting compliance with relevant laws, it is ultimately the business that has the obligation to ensure compliance so far as is reasonably practicable.

Where a serious and imminent risk is identified during the advisory visit, the inspector will raise the issue with the PCBU immediately with an expectation that timely and reasonable corrective action is taken.

**Privacy statement**

WorkCover respects your privacy and is committed to protecting your personal information. The personal information in this form is collected by WorkCover in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act) for the purposes of the legislations that WorkCover regulate to establish and maintain a database that assists WorkCover NSW Authorised Officers or Inspectorate with their work and to provide you with information about other services we offer. You are required to provide this information in order for us to process your request form. Failure to provide the information may result in us not being able to process your request form. You have the right to access and correct your personal information. You can do this at any time by contacting WorkCover's assistance service on **13 10 50** or in writing to ground floor, 92 Donnison Street, Gosford, NSW 2250. Further information on our privacy policy is available at [workcover.nsw.gov.au](http://workcover.nsw.gov.au)

For more information contact **13 10 50** or visit our website [workcover.nsw.gov.au](http://workcover.nsw.gov.au)