

REQUEST FORM FOR SAFEWORK NSW TO COMMENCE A PROSECUTION – APPLICATION

AUGUST 2018

The following form is used by SafeWork NSW to gather core information required for a person to make a request to commence a prosecution.

Request under section 231 of the WHS Act for SafeWork NSW to commence a prosecution for a section 31 (category 1) or section 32 (category 2) offence of the WHS Act.

SECTION 1. APPLICANT'S DETAILS

Title	Family/Surname	POSTAL ADDRESS	
		Unit number/Street number/Property number (include Lot or DP/PO Box/GPO Box/Private Bag/Locked Bag)	
Given name		Street name	
Other names		Suburb	
Date of birth (DD/MM/YYYY)		State	Postcode
Phone number		What is your relationship with the workplace to which your issue relates	
Email			

SECTION 2. NATURE OF THE WORK HEALTH AND SAFETY ISSUE

How do you believe the person has contravened the WHS Act (please provide information that details the Act, matter or thing that you believe relates to the contravention)

Date the alleged offence is believed to have occurred

(DD/MM/YYYY)

ADDRESS WHERE THE ALLEGED OFFENCE OCCURRED

Unit number/Street number/Property number (include Lot or DP number if applicable)	State	Postcode	
Street name	Daytime contact number	Mobile number	
Suburb	Email		

SECTION 3. DETAILS OF THE PERSON CONDUCTING THE BUSINESS OR UNDERTAKING YOU BELIEVE HAS COMMITTED THE OFFENCE (IF KNOWN)

Name of business

BUSINESS ADDRESS Same as address where the alleged offence occurred

Unit number/Street number/Property number
(include Lot or DP number if applicable)

ABN

Street name

Daytime contact number Mobile number

Suburb

Email

State

Postcode

SECTION 4. NAMES, POSITIONS (INCLUDING THE NAME OF THE ORGANISATION THEY REPRESENT), AND CONTACT DETAILS OF PEOPLE WHO MAY HAVE INFORMATION RELEVANT TO THE ALLEGED OFFENCE

SECTION 5. SUBMITTING THIS REQUEST

Please submit this request to SafeWork NSW in writing via mail, fax or email to:

Prosecution Request
SafeWork NSW
Response Coordination and Enforceable Undertakings Unit
Locked Bag 2906
Lisarow 2252

Note:

1. SafeWork NSW will maintain confidentiality over your personal details to the extent permissible and required by law.
2. It may be necessary for SafeWork NSW to formally take a statement from you arising from your request.
3. You are advised that it is a requirement of the WHS Act that as a result of your request to SafeWork NSW to commence a prosecution, the person you believe committed the offence will be informed by SafeWork NSW of the request and of SafeWork NSW decision.