



Business Assistance Branch

Advisory Visit Request Form

To request a free workplace health and safety advisory visit today, please complete this form and return to:

Fax: (02) 9287 5759

Mail: Business Assistance Branch, WorkCover NSW, Locked Bag 2906, Lisarow NSW 2252 - **Mark Chillingworth**

Date: _____ Title: _____ Your Name: _____

Business Name: _____ ABN: _____

Address: _____

Suburb: _____ State: _____ Post Code: _____

Email: _____ Phone: _____ Fax: _____

Where would you like the Advisory Visit to take place?

- Workplace
- WorkCover Office
- Other (please specify) _____

What industry are you from?

- Construction
- Manufacturing
- Transport and Storage
- Consumer and Business Services
- Retail and Wholesale
- Other (please specify) _____
- Health and Community Services
- Rural

How many employees do you have?

- Sole Trader
- 1-4
- 5-10
- 11-15
- 16-20

How did you hear about our Workplace Advisory Visits?

- WorkCover Safe Business Website
- Business Assistance Branch Brochure
- Word of mouth
- WorkCover Business Advisory Officer
- Industry Associations
- Electronic Newsletter
- WorkCover News
- Direct Mail
- Local Newspaper
- WorkCover Inspector
- Radio
- Network meeting _____
- Other (please specify) _____

Please tick the main issues in your workplace:

Management System Issues	Hazard Management Issues	
<input type="checkbox"/> Management Commitment	<input type="checkbox"/> Manual Handling	<input type="checkbox"/> Stress
<input type="checkbox"/> Consultation	<input type="checkbox"/> Hazardous Substances	<input type="checkbox"/> Violence, Bullying
<input type="checkbox"/> Risk Management	<input type="checkbox"/> Dangerous Goods	<input type="checkbox"/> Working at Heights
<input type="checkbox"/> Safe Work Procedures	<input type="checkbox"/> Asbestos/Demolition	<input type="checkbox"/> Noise
<input type="checkbox"/> Training and Supervision	<input type="checkbox"/> Plant and Machinery	<input type="checkbox"/> Working Environment
<input type="checkbox"/> Documentation and Reporting	<input type="checkbox"/> Traffic Management	<input type="checkbox"/> Site Management
<input type="checkbox"/> Contractor Safety	<input type="checkbox"/> Electrical Safety	<input type="checkbox"/> Vibration
<input type="checkbox"/> Emergency Procedures	<input type="checkbox"/> Biological Hazards	<input type="checkbox"/> Technical
<input type="checkbox"/> Workers' Compensation	<input type="checkbox"/> Slips, Trips and Falls	<input type="checkbox"/> Administration
<input type="checkbox"/> Injury Management	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Other (specify) _____

Privacy Statement

WorkCover NSW respects your privacy and is committed to protecting your personal information. We collect your personal information to provide our services to you, to improve the quality of our services and to provide you with information about other services we offer. We will assume that we have your permission to do this unless you tell us otherwise. You can do this at any time by contacting the Business Assistance Hotline 13 10 50. Further information on our privacy policy is available at www.workcover.nsw.gov.au

Please note: Using this free and confidential Workplace Advisory Visit employers can be given advice about hazard management and occupational health and safety management issues. Any advice given to you by a Business Advisory Officer is given only to assist and does not relieve you of your obligations under the various occupational health and safety and workers compensation legislation that WorkCover NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate Acts.

The visits are targeted at small to medium sized businesses and a Business Advisory Officer cannot issue any improvement, prohibition or penalty notices and are only advisory in nature. Identified hazards and risks will not, as a rule, be referred to the WorkCover Inspectorate. However, possible enforcement action by WorkCover may result if situations arise where serious hazards and risks not addressed appropriately will be referred to WorkCover Inspectorate who has the authority to take enforcement action.

For further information and conditions regarding our Workplace Advisory Visits, please visit our Safety for Small Business link on the website at www.workcover.nsw.gov.au

For more information on the Business Assistance Branch contact 1800 624 097 or visit our website www.workcover.nsw.gov.au

