



Australian Government

Comcare

# HEALTH MONITORING REPORT— COPY TO BE GIVEN TO COMCARE

Work Health and Safety Regulations 2011—Regulations 376, 413 and 442

## HEALTH MONITORING REPORTS

This form is provided by Comcare for the purposes of Regulations 376, 413 and 442 of the Work Health and Safety Regulations 2011 (WHS Regulations). Its purpose is to assist persons conducting a business or undertaking (PCBU) to meet their obligation to give copies of relevant health monitoring reports to Comcare.

see **Guidance 1—When do I have to give Comcare a copy of a health monitoring report?**

## INSTRUCTIONS

Copies of relevant health monitoring reports must be given to Comcare as soon as practicable.

Use this form to provide copies of health monitoring reports to Comcare. You can provide this information by:

- > fax to 1300 305 916
- > email to: [notify@comcare.gov.au](mailto:notify@comcare.gov.au)

## 1. NATURE OF THE WORK

The work for which the health monitoring report was required was (tick):

- Hazardous chemical work**—work using, handling, generating or storing hazardous chemicals.
- Asbestos work**—licensed asbestos removal work, ongoing asbestos removal work or asbestos related work.
- Lead risk work**—work carried out in a lead process that is likely to cause blood lead levels to exceed specified limits.

## 2. PERSON CONDUCTING THE BUSINESS OR UNDERTAKING (PCBU)

### The PCBU that commissioned the health monitoring report

Registered business or company name

Australian Business Number (ABN)

### Registered business address

Street no.

Street name

Suburb

State

Postcode

### Contact details for more information

Mr  Mrs  Miss  Ms

First name

Surname

Position

Telephone

Mobile

Email

Fax

### 3. WORKPLACE WHERE THE WORK IS/WAS BEING CARRIED OUT

#### Person with management or control (PWMC) of the workplace

Registered business or company name

Kind of workplace is it? (e.g. warehouse, laboratory, office, ship, domestic premises)

#### Workplace address

Street no.

Street name

Suburb

State

Postcode

### 4. WORKER'S DETAILS

#### Worker who is the subject of the health monitoring report

Mr  Mrs  Miss  Ms

First name

Surname

Position

Telephone

Email

### 5. DETAILS OF THE HEALTH MONITORING REPORT

Date of the report

The report contains (tick as appropriate)

- Advice that test results indicate that the worker may have contracted a disease, injury or illness as a result of carrying out the work
- Recommendation/s that the PCBU take remedial measures
- Recommendation/s regarding whether the worker can continue to carry out the work
- Test results that indicate the worker has reached or exceeded the relevant blood lead level for that person under regulation 415

#### Attach a copy of the Health Monitoring Report:

Tick to confirm the Health Monitoring Report is attached

### 6. PERSON COMPLETING THIS FORM

#### Your details

Mr  Mrs  Miss  Ms

First name

Surname

Position

Telephone

Mobile

Email

Position or role within business or undertaking

## 7. DECLARATION

I,  hereby declare:

- > I have authority from the body corporate to complete and submit this form (body corporate notifiers)
- > the information in this notification is true and correct to the best of my knowledge
- > I consent to Comcare making inquiries and exchanging information with other work health and safety regulators in the Commonwealth, states and territories regarding any matter relevant to this notification.

Signature  Date  /  /

tick box to confirm declaration if submitting by email (signature not required)

## Privacy collection statement

Comcare collects, uses, discloses and stores information in accordance with the *Work Health and Safety Act 2011*, other legislation under which Comcare performs functions, and the *Privacy Act 1988*. This includes information collected by Comcare in this form. Note that privacy laws may allow the use and/or disclosure of personal information where certain exemptions apply. Those exemptions include instances where the use and/or disclosure of personal information is required or authorised by law.

Further information on how Comcare manages an individual's privacy is available at [www.comcare.gov.au/about\\_us/privacy](http://www.comcare.gov.au/about_us/privacy).

## GUIDANCE

### Disclaimer

These guidance notes provide a basic and general overview of their subject matter only. They are not a substitute for independent professional advice and cannot be relied on as a statement of the law relating to the *Work Health and Safety Act 2011* (Cth) or the *Work Health and Safety Regulations 2011* (Cth). Comcare recommends duty holders obtain appropriate independent professional advice relevant to their particular needs and circumstances.

### 1. When do I have to give Comcare a copy of a health monitoring report?

The requirement to give a copy of a health monitoring report to Comcare relates to:

- > **Hazardous chemicals**—work using, handling, generating or storing hazardous chemicals [see regulation 376].
- > **Lead**—lead risk work [see regulation 413].
- > **Asbestos**—licensed asbestos removal work, ongoing asbestos removal work or asbestos related work [see regulation 442].

A copy of a health monitoring report relating to a worker must be given to Comcare, as soon as practicable after obtaining the report, if the report contains:

- any advice that indicates the worker may have contracted a disease, injury or illness as a result of carrying out the work
- a recommendation that the person conducting the business or undertaking take remedial measures, including whether or not the worker can continue carrying out the work
- in the case of lead risk work, test results that indicate the worker has exceeded relevant blood lead levels for that person under regulation 415.