



Information for workers after a notifiable psychosocial incident

Why am I receiving this fact sheet?

We have been notified of a workplace psychosocial incident that involved you.

Under the *Work Health and Safety Act 2011*, your employer is required to report certain incidents to Comcare. This is why Comcare has been notified.

In response, Comcare is starting an inspection to assess whether your employer is meeting their duties under the *Work Health and Safety Act 2011* to ensure the health and safety of workers.

We have asked your employer to provide you with this fact sheet so we can introduce ourselves and explain why we are involved, and what the inspection will focus on.

What is Comcare doing?

Comcare is not making enquiries about you as an individual.

Because this incident has been notified to us, we will now carry out an inspection.

The inspection will involve enquiries with your employer to establish what happened before, during and after the incident. This helps us understand how your employer is managing psychosocial hazards.

Comcare's role is to look at how your workplace's health and safety systems (for example, policies, procedures, guidance, training and instruction) identify and manage both psychosocial and physical risks.

The inspection does not assess personal, non-work-related factors that may have contributed to the incident.

What do I need to do?

You do not need to do anything unless you choose to. If you would like to share your experiences or perspectives, you are welcome to contact us at any time.

Anything you choose to share can help us understand work-related factors that may have affected your wellbeing before, during or after the incident. This could include workplace systems, events, practices or barriers that you think are relevant. Your views may help us consider how workplace systems and practices could be improved in the future.

As part of the inspection, we may need to speak with you. If this happens, we may contact you directly and explain what information we need. To make this possible, we have asked your employer to provide us with your contact details.

We understand this may be a very difficult time for you and your family. We aim to limit contact where possible and will rely on information from the employer unless speaking with you would help the inspection. If we do contact you, we will do so respectfully and with care for your wellbeing. You can request to have support from one of our [Family Liaison Officers](#) at any time during this process.

We want you to feel comfortable and safe when interacting with us. Any information you share will be handled carefully and kept confidential in line with [Comcare's Privacy Policy](#).

Next steps

We will be carrying out an inspection to check whether your employer is meeting their duties under the *Work Health and Safety Act 2011* to ensure the health and safety of workers.

We are not expecting anything from you, but you are welcome to contact us at any time by emailing whs.help@comcare.gov.au

We can only share limited information about the progress of an inspection. If you would like help understanding the process, our [Family Liaison Officers](#) are available to support you should you request it.

If we need to speak with you as part of the inspection, we may contact you using the details your employer has provided. Talking with us is voluntary, unless we tell you otherwise. Our [Family Liaison Officers](#) can also support you through this process if needed.

We would also like to share this link to [several support services](#) that are available, should you feel this would be helpful.