

## ACTION STEPS TO TAKE

### FOR EMPLOYEES:

These documents must be presented to your **OHS / WHS MANAGER; Supervisor; Manager and HR Manager**. **ENSURE YOU ADD THE OHS/WHS MANAGER** who are responsible for upholding the OHS/WHS legislation to ensure you have a safe workplace.

In the link below are all the documents you will need to present to your **OHS / WHS MANAGER; Supervisor; Manager and HR Manager** by following the steps below.

There are some sites that you don't have personal access to your **OHS/WHS Manager** so as a second option you can email. Steps for both are below.

### Steps to Take - IN PERSON

1. Update '1. **Letter to WHS Manager**' with the business details, business address, your name.
2. Print off the '1. **Letter to WHS Manager**' and sign
3. Print 2 copies of **APPENDIX A**, then 1 copy each of **APPENDIX B, C and D**
  - a. **NOTE:** If you are presenting this as a collective of employees, then have each employee sign **APPENDIX\_A**
4. **Personally** present the letter and APPENDICES to the **OHS / WHS MANAGER; Supervisor; Manager and HR Manager**.
  - a. **NOTE:** If you are presenting for a collective of employees, then present as a group or with a support person
5. Have the **WHS MANAGER ONLY** acknowledge receipt of the documents by signing the 2<sup>nd</sup> copy of the **APPENDIX A**
6. The **WHS MANAGER** will have 7 days to respond. If they don't or your employer looks to suspend workers without pay / terminate, then request that the Health & Safety representative issue a **Provisional Improvement Notice (PIN) (iii Provisional\_improvement\_notice)** on the company for breach of the OHS/WHS Act – failure to provide a safe workplace.

### Steps to take - BY EMAIL:

1. Find out the email address of your **OHS / WHS MANAGER; Supervisor; Manager and HR Manager**.
2. Update '1. **Letter to WHS Manager**' with the business details, business address, your name.
3. Print off the '1. **Letter to WHS Manager**' and sign
4. Scan '1. **Letter to WHS Manager**' to attach to your email **OR**
  1. **ALTERNATIVELY** Use the wording in '1. **Letter to WHS Manager**' to put in your email then add attachments as per step 4. **NOTE:**
5. **NOTE:** If you are presenting this as a collective of employees, then have to print **APPENDIX A** and have each employee sign at the end of the document then you will have to scan to attach to your email.
6. Email '1. **Letter to WHS Manager**' along with **APPENDICES A, B, C & D** to the **OHS / WHS MANAGER; Supervisor; Manager and HR Manager** **NOT** just your manager or supervisor
7. Request a read receipt on the email so they acknowledge receipt.
8. **VERY IMPORTANT BCC TO YOUR PERSONAL EMAIL WHEN SENDING SO THAT YOU HAVE PROOF THAT YOU SENT THE EMAIL AS WE CAN'T TRUST COMPANY SERVERS AND DON'T SEND FROM YOUR WORK EMAIL.**
9. The **WHS MANAGER** will have 7 days to respond. If they don't or your employer looks to suspend workers without pay / terminate, then request that the WHS Manager or Health & Safety representative issue a **Provisional Improvement Notice (PIN) (iii Provisional\_improvement\_notice)** on the company for breach of the OHS/WHS Act – failure to provide a safe workplace.

Any questions, please email [Paul\\_Richardson\\_HSE@protonmail.com](mailto:Paul_Richardson_HSE@protonmail.com)

### **Disclaimer**

The author assumes no responsibility or liability for the content of the information provided and the information is not a substitute for advice from a legal or medical expert. For further information seek out the advice of a relevant expert.