

NT WorkSafe safety concern report

Before you start

Use this form to report your safety concern about a person conducting a business or undertaking.

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| All fields are mandatory unless noted. | |
| Your details | |
| Full name | |
| Phone | |
| Email | |
| What is your relationship to the workplace? | |
| <input type="checkbox"/> Worker | <input type="checkbox"/> Parent |
| <input type="checkbox"/> Health and safety representative | <input type="checkbox"/> Neighbour |
| <input type="checkbox"/> Union delegate | <input type="checkbox"/> Ex-employee |
| <input type="checkbox"/> Member of the public | <input type="checkbox"/> Volunteer |
| Safety concern details | |
| What is your concern about? | |
| <input type="checkbox"/> Unsafe working heights | <input type="checkbox"/> Plant or machinery |
| <input type="checkbox"/> Falls, slips and trips | <input type="checkbox"/> Lack of emergency response |
| <input type="checkbox"/> Electrical safety | <input type="checkbox"/> Traffic management |
| <input type="checkbox"/> Bullying and harassment | <input type="checkbox"/> Hazardous chemicals |
| <input type="checkbox"/> Psychological | <input type="checkbox"/> Licensing |
| <input type="checkbox"/> Vehicles | <input type="checkbox"/> Incident, accident or near miss |
| <input type="checkbox"/> Other | |
| If other, what type of safety concern is it? | |

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| <p>If bullying and harassment, read our information on bullying and harassment¹ before reporting your safety concern.</p> | |
| <p>If vehicles, is your safety concern about unsafe use of vehicles or lack of maintenance? Provide further information about the vehicle/s</p> | <p>Yes/No</p> |
| <p>If licensing, is your safety concern about unlicensed work or working with an expired licence? Provide details if you have further information relating to unlicensed work or working with an expired licence.</p> | <p>Yes/No</p> |
| <p>What date did you become aware of the safety concern?</p> | |
| <p>Provide details of your safety concern Provide as much detail as possible outlining risks or why you think there has been a breach to work health and safety laws.</p> | |
| <p>Have you raised your concern with the person conducting a business or undertaking directly? If yes, what was the outcome from raising your concern with the person conducting a business or undertaking?</p> | <p>Yes/No</p> |
| <p>Have you raised your concern with a health and safety representative? If yes, what is the health and safety representative's name and what action did they take?</p> | <p>Yes/No</p> |
| <p>Have you reported this concern to another agency? For example, police, Fair Work, Environment health, Comcare. If yes, provide details of the agencies you have reported it to and any reference number provided.</p> | <p>Yes/No</p> |

¹ <https://worksafe.nt.gov.au/safety-and-prevention/workplace-mental-health/bullying-and-harassment>

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| <p>Do you have photos to help us better understand your safety concern? If yes, attach any photos to this report.</p> | <p>Yes/No</p> |
| <p>Business details</p> | |
| <p>Business name</p> | |
| <p>Business address</p> | |
| <p>What type of industry is it?</p> | |
| <p><input type="checkbox"/> Accommodation, cafés and restaurants</p> | <p><input type="checkbox"/> Health and community services</p> |
| <p><input type="checkbox"/> Agriculture and fishing</p> | <p><input type="checkbox"/> Hydrocarbon exploration and production</p> |
| <p><input type="checkbox"/> Communication services</p> | <p><input type="checkbox"/> LPG manufacture</p> |
| <p><input type="checkbox"/> Construction</p> | <p><input type="checkbox"/> Manufacturing</p> |
| <p><input type="checkbox"/> Cultural and recreational services</p> | <p><input type="checkbox"/> Mining</p> |
| <p><input type="checkbox"/> Education</p> | <p><input type="checkbox"/> Personal and other services</p> |
| <p><input type="checkbox"/> Electricity, gas and water supply</p> | <p><input type="checkbox"/> Retail trade</p> |
| <p><input type="checkbox"/> Finance and insurance</p> | <p><input type="checkbox"/> Transport and storage</p> |
| <p><input type="checkbox"/> Government administration and defence</p> | <p><input type="checkbox"/> Wholesale trade</p> |
| <p><input type="checkbox"/> Unknown</p> | |
| <p>Do you consent to NT WorkSafe raising your concern with the business? If No, the extent of action taken by NT WorkSafe may be limited</p> | <p>Yes/No</p> |

Submit

Email your completed form to NTWorkSafe@nt.gov.au

Privacy

The Department of the Attorney-General and Justice (the department) is committed to respecting your rights to privacy and personal data protection.

Personal information provided by you will be managed in accordance with the *Information Act 2002 (NT)* and the Information Privacy Principles. This statement sets out how the department will manage your personal information. We recommend that you read this statement in conjunction with the privacy policy available on the Northern Territory Government's website.

Personal information has the same meaning it is given in the *Information Act 2002 (NT)*.

Requirement to provide your personal information

You have been asked to provide personal information as part of your completion and submission of the safety concern report to NT WorkSafe.

You do not have to provide your personal information but if you choose not to, please note that NT WorkSafe may be unable to accept, process, progress and / or investigate the incident and safety concerns raised by you in the notification forms.

The personal information you provide in your application will be used by NT WorkSafe for the purpose of processing, considering and / or investigating the incident and / or safety concerns that you have brought to NT WorkSafe's attention and any and all actions related to the notifications.

By providing your personal information, you authorise NT WorkSafe to share your personal information with other government departments and agencies of the Northern Territory.

We will take all reasonable steps to protect your personal information against misuse, loss and unauthorised access, modification or disclosure.

Accessing your personal information

You have the right to access the information we hold about you. You may enquire about the information held about you. If you wish to do so your application must:

- be in written form
- specify the name of the applicant
- include sufficient details to identify the information sought and
- specify an address to which correspondence regarding the application may be sent to the applicant.

If the information about you is not correct or if you are not satisfied with the way we have collected, held, used or disclosed your personal information under the Information Act, you can contact us by emailing agd.foi@nt.gov.au or calling 08 8935 7426. Read more about access to information on the [department's website](#)².

Sharing of your personal information

We may share your information:

- with other work health authorities, including work health and safety regulators in other states, territories or the Commonwealth, regarding the notification(s).

- in accordance with the Work Health and Safety Act 2011 and any state or territory legislation relating to occupational or work health and safety matters
- if required or authorised by law to do so, or
- if you have given us your consent to share your personal information for a specific purpose.

More information about privacy laws in the Northern Territory is available on the [Office of the Information Commissioner Northern Territory website](#)³.

Alternatively, you can access the *Information Act 2002 (NT)* on the [NT Legislation website](#)⁴.

Contact

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Darwin Corporate Park
631 Stuart Highway
Berrimah NT 0828

Postal address

GPO Box 1722
Darwin NT 0801

Phone: 1800 019 115

Fax: 08 8999 5141

Email: ntworksafe@nt.gov.au

² <https://justice.nt.gov.au/access-to-information>

³ <https://infocomm.nt.gov.au/>

⁴ <https://legislation.nt.gov.au/en/Legislation/INFORMATION-ACT-2002>