

# Notice of entry template

V10.07.18

This notice of entry by a Work Health and Safety Entry Permit Holder to a workplace is provided under section 119 of the *Work Health and Safety Act 2011*.

## Part A – to be completed for all entries

Full name of entry permit holder:
Name of union represented:
Name and address of workplace being entered:
Date of entry or proposed entry: * If entry is under section 120 or 121 of the Act, notice of entry must be given to the person conducting the business or undertaking at least 24 hours but not more than 14 days before entry.

### Purpose of entry:

<input type="checkbox"/> Section 117	to inquire into a suspected contravention of the Act (complete parts A, B and D)
<input type="checkbox"/> Section 120	to inspect employee records or information held by another person in relation to a suspected contravention of the Act (complete parts A, B, C and D)
<input type="checkbox"/> Section 121	to consult and advise relevant workers on health and safety matters (complete parts A and D)

## Part B – only complete for entry under sections 117 (suspected contravention) and 120 (inspect employee records or information)

Provide details of the suspected contravention to which this notice relates (e.g. What are the concerns? How do they contravene the Act? What area of the workplace is affected?)
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## Part C – only complete for entry under section 120 (inspect employee records or information)

List the employee records and other documents directly relevant to the suspected contravention that are proposed to be inspected or copied
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## Part D – to be completed for all entries

<p>I declare that:</p> <ul style="list-style-type: none"> <li>the above named union is entitled to represent the industrial interests of worker/s at this workplace.</li> <li>the provision in the union's rules that entitles the union to represent the industrial interests of the worker/s is _____</li> </ul> <p>_____</p> <ul style="list-style-type: none"> <li>if entry is under section 117 or section 120 of the <i>Work Health and Safety Act 2011</i>, the suspected contravention relates to worker/s the union is entitled to represent.</li> <li>if entry is under section 120 of the <i>Work Health and Safety Act 2011</i>, the employee records and other documents proposed to be inspected relate to worker/s the union is entitled to represent.</li> </ul>
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Signed:	Date:
Work Health and Safety Entry Permit Holder	

**NOTE: the legislation provides for civil penalties of up to \$10 000 for individuals and \$50 000 for a body corporate relating to breaches of right of entry laws.**

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