Work Health and Safety (Infringement Notice Information) Guidelines 2021 (No. 1)

Notifiable instrument NI2021-50

made under the

Work Health and Safety Regulation 2011, s 698A (Licence register)

1 Name of instrument

This instrument is the *Work Health and Safety (Infringement Notice Information) Guidelines 2021* (No. 1).

2 Commencement

This instrument commences on 1 February 2021.

3 Application of subsection 81 (6) of the Legislation Act 2001

This instrument declares that subsection 81 (6) of the *Legislation Act 2001* applies.

4 Approved Guideline

In accordance with section 698A (2)(e), I make the Infringement Notice Information Publication Guidelines as set out in Schedule 1.

5 Revocation

This instrument revokes the *Work Health and Safety (Infringement Notice Information) Guidelines 2020 (No. 1)* [NI2020-821].

Mick Gentleman MLA Minister for Industrial Relations and Workplace Safety 29/1/2021

Infringement Notice Information Publication Guidelines 2020

1. Introduction

WorkSafe ACT enforces the Territory's work health and safety legislation by providing information, advice and support as well as compliance and enforcement activities to encourage safe, fair, productive working lives for Canberrans.

Workers and/or businesses need to be licensed before they can carry out a range of high-risk activities in ACT workplaces. WorkSafe ACT regulates licensees under the *Work Health and Safety Act* (WHS) *Act 2011*, including asbestos removal and assessor licences, demolition licences, general construction cards (CIC/white cards), and high-risk work (HRW) licences.

With effect from 1 February 2021, and in accordance with the *Work Health and Safety Regulation 2011* (WHS Regulation), WorkSafe ACT is required to publish licence information on a public register. This includes information about WHS infringement notices issued on or after 1 February 2021. Details about the type of information that will be published on the Register are provided in this guideline.

References in this guideline to an *infringement notice* means a notice issued under the *Magistrates Court (Work Health and Safety Infringement Notices) Regulation* 2011.

Under the WHS Regulation, the public register of licensees (Public Register) will only apply to licence holders for:

- high risk work;
- asbestos work issued under part 8.10 of the WHS Regulation;
- a major hazard facility.

An individual or a corporation may be a licence holder and may have their details published on the Register.

2. WorkSafe ACT approach to issuing infringements

The purpose of the Territory's WHS laws are to protect the health and safety of workers and the community. WorkSafe ACT's Compliance and Enforcement Policy sets out the Regulator's approach to compliance monitoring and enforcement.

Licence holders under WHS laws, in addition to the general duties and obligations on Persons Conducting a Business or Undertaking (PCBU), participate in a regulatory scheme that is responsive to the higher risks associated with those activities. Licence holders are expected to know their WHS obligations and duties by virtue of holding a licence.

WorkSafe ACT issues infringement notices to encourage improved WHS practices and discourage non-compliance with WHS requirements.

Publishing information about a licence holder's non-compliance with their WHS obligations and duties (as part of a condition of their licence) is an important deterrent to systematic and repeat non-compliance.

3. The criteria and process for publishing details of infringement notices

Under the *Magistrates Court (Work Health and Safety Infringement Notices) Regulation 2011,* infringement notices issued to a PCBU for non-compliance with WHS laws will be advised on the Public Register. This is in accordance with section 698A of the WHS Regulation and these guidelines.

Information about infringement notice offences will be published where it is in the interest of workers and public safety. <u>Appendix A</u>, column 3 sets out which infringement notice offences are considered to be in the interest of workers and public safety and will be publishable.

4. Length of time infringement notice information will remain on the Register

Infringement notice details published on the Register will remain on the Register for two years from the date of the offence. However, if more than two (2) infringement notices are incurred to a licence holder within a 24 month period, all infringement notices will remain on the Register for five years from the date of the offence of the last infringement notice.

5. Criteria for determining the date on which details of infringement notices will be published on the Register

Details of when an infringement notice will be published on the register will be determined by:

- when the amount identified in the infringement notice is paid;
- when enforcement action commences (at the end of the period where the licence holder has not paid the infringement notice, requested the infringement notice be withdrawn or disputed liability).

6. Information published following a withdrawal request or dispute about liability for an infringement notice office

If a licence holder has been issued an infringement notice, the licence holder can request WorkSafe ACT to withdraw the infringement notice. A licence holder may also have the matter determined by a court if they dispute liability for the infringement notice.

In such cases, the following criteria will determine what details of the infringement notice are published on the Public Register.

Following request to WorkSafe ACT for withdrawal of the infringement notice

<u> </u>	Information is not published on the Public Register
	Information will be published on the Public Register

Following a disputed infringement notice in the Court

If the offence for which the infringement notice was issued is upheld	Information will be published in accordance with the <i>Work Health and Safety (Prosecution) Guidelines 2018</i> (No. 1)
If the Court does not uphold the infringement notice offence	Information is not published on the Public Register

7. Information to be published on the Public Register

From 1 February 2021, the Public Register will include the following information:

- if the licence holder operates a business in relation to the licence, their:
 - o registered business name
 - o trading name if any
 - ABN or ACN
- the licensee's licence number and type
- the expiry date for the licence
- if the licensee has been given an infringement notice, information about the infringement notice, including:
 - o a brief description of the offence;
 - o date of the offence:
 - o amount of the infringement notice penalty;
 - o the Act/Regulation and section that the person contravened.

8. Infringement notice information published on the Register for expired, cancelled or surrendered licences

Information published on the Register in regard to expired, cancelled, or surrendered licences will remain on the register for the period of two (2) years from the date of the offence of the infringement notice.

9. Remove/supress infringement notice information published on the Register

In accordance with the *Information Privacy Act 2014* and Territory Privacy Principles, a licence holder can request to have their personal information supressed by demonstrating that its publication would affect their personal safety or well-being.

10.Changes/corrections to infringement notice information published on the Register

Licence holders listed on the register can apply to have infringement notice information published on the register corrected or changed if there has been an error or omission by contacting WorkSafe ACT via email - worksafe@act.gov.au.

11. Disputing a decision

Licence holders can dispute WorkSafe ACT decisions by contacting WorkSafe via email - worksafe@act.gov.au.

Appendix A

Work health and safety legislation infringement notice offences

Work Health and Safety Act 2011

column 1	column 2	column 3
item	offence provision	In the interest of workers and public safety
1	38 (1)	
1.1	• for an individual	Yes
1.2	• for a body corporate	Yes
2	38 (7)	
2.1	• for an individual	Yes
2.2	• for a body corporate	Yes
3	70 (1) (c)	
3.1	for an individual	Yes
3.2	• for a body corporate	Yes
4	70 (1) (d)	
4.1	for an individual	Yes
4.2	• for a body corporate	Yes
5	70 (1) (e)	
5.1	• for an individual	Yes
5.2	• for a body corporate	Yes
6	70 (2)	
6.1	for an individual	Yes
6.2	• for a body corporate	Yes
7	72 (7)	
7.1	for an individual	Yes
7.2	• for a body corporate	Yes
8	74 (1)	
8.1	• for an individual	No
8.2	• for a body corporate	No
9	75 (1)	
9.1	• for an individual	No
9.2	for a body corporate	No

column 1	column 2	column 3
item	offence provision	In the interest of workers and public safety
10	79 (3)	
10.1	• for an individual	Yes
10.2	• for a body corporate	Yes
11	79 (4)	
11.1	• for an individual	No
11.2	• for a body corporate	No
12	97 (1)	
12.1	• for an individual	No
12.2	• for a body corporate	No
13	193	
13.1	• for an individual	No
13.2	• for a body corporate	No
14	273	
14.1	• for an individual	No
14.2	• for a body corporate	No

Work Health and Safety Regulation 2011

column 1 item	column 2 offence provision	In the interest of workers and public safety
1	22 (3)	
1.1	• for an individual	No
1.2	• for a body corporate	No
2	42 (1)	
2.1	• for an individual	Yes
2.2	for a body corporate	Yes
3	44 (2)	
3.1	• for an individual	Yes
3.2	• for a body corporate	Yes
4	44 (4)	
4.1	• for an individual	Yes
4.2	for a body corporate	Yes
5	46 (2)	
5.1	• for an individual	Yes
5.2	for a body corporate	Yes
6	46 (4)	
6.1	• for an individual	Yes
6.2	for a body corporate	Yes
7	48 (2)	
7.1	• for an individual	Yes
7.2	for a body corporate	Yes
8	50 (2)	
8.1	• for an individual	Yes
8.2	for a body corporate	Yes
9	66 (2)	
9.1	• for an individual	Yes
9.2	• for a body corporate	Yes
10	66 (5)	
10.1	• for an individual	Yes
10.2	• for a body corporate	Yes
11	67 (4)	
11.1	• for an individual	Yes
11.2	• for a body corporate	Yes

column 1 item	column 2 offence provision	In the interest of workers and public safety
12	68 (1)	
12.1	for an individual	Yes
12.2	for a body corporate	Yes
13	69	
13.1	for an individual	Yes
13.2	for a body corporate	Yes
14	76 (2)	
14.1	• for an individual	Yes
14.2	for a body corporate	Yes
15	77 (2)	
15.1	• for an individual	No
15.2	for a body corporate	No
16	77 (3)	
16.1	for an individual	Yes
16.2	for a body corporate	Yes
17	77 (4)	
17.1	• for an individual	Yes
17.2	for a body corporate	Yes
18	77 (5)	
18.1	for an individual	Yes
18.2	for a body corporate	Yes
19	79 (2)	
19.1	• for an individual	Yes
19.2	for a body corporate	Yes
20	80 (2)	
20.1	• for an individual	Yes
20.2	for a body corporate	Yes
21	80 (3)	
21.1	• for an individual	Yes
21.2	for a body corporate	Yes
22	80 (4)	
22.1	• for an individual	Yes
22.2	for a body corporate	Yes
23	85 (1)	
23.1	• for an individual	Yes
23.2	for a body corporate	Yes

column 1 item	column 2 offence provision	In the interest of workers and public safety
24	85 (2)	
24.1	• for an individual	Yes
24.2	for a body corporate	Yes
25	85 (3)	
25.1	• for an individual	Yes
25.2	for a body corporate	Yes
26	85 (4)	
26.1	• for an individual	No
26.2	• for a body corporate	No
27	94 (1)	
27.1	for an individual	No
27.2	for a body corporate	No
28	96	
28.1	• for an individual	No
28.2	for a body corporate	No
29	97	
29.1	• for an individual	No
29.2	for a body corporate	No
30	98 (1)	
30.1	• for an individual	No
30.2	for a body corporate	No
31	111	
31.1	• for an individual	No
31.2	for a body corporate	No
32	142 (1)	
32.1	• for an individual	Yes
32.2	for a body corporate	Yes
33	150 (1)	
33.1	• for an individual	Yes
33.2	for a body corporate	Yes
34	150 (2)	
34.1	• for an individual	Yes
34.2	for a body corporate	Yes
35	150 (3)	
35.1	• for an individual	Yes
35.2	for a body corporate	Yes

column 1 item	column 2 offence provision	In the interest of workers and public safety
36	154	
36.1	for an individual	Yes
36.2	• for a body corporate	Yes
37	155 (1)	
37.1	• for an individual	Yes
37.2	• for a body corporate	Yes
38	155 (2)	
38.1	• for an individual	Yes
38.2	• for a body corporate	Yes
39	159	
39.1	• for an individual	Yes
39.2	for a body corporate	Yes
40	160	
40.1	• for an individual	Yes
40.2	for a body corporate	Yes
41	165 (1)	
41.1	• for an individual	Yes
41.2	for a body corporate	Yes
42	165 (2)	
	Keep a record of testing	
42.1	• for an individual	No
42.2	• for a body corporate	No
43	170	
43.1	• for an individual	No
43.2	for a body corporate	No
44	175 (1)	
44.1	• for an individual	No
44.2	for a body corporate	No
45	175 (2)	
45.1	for an individual	No
45.2	for a body corporate	No
46	175 (3)	
46.1	• for an individual	No
46.2	for a body corporate	No

column 1 item	column 2 offence provision	In the interest of workers and public safety
47	180	
47.1	• for an individual	No
47.2	• for a body corporate	No
48	181 (2)	
48.1	• for an individual	No
48.2	for a body corporate	No
49	181 (3)	
49.1	• for an individual	No
49.2	for a body corporate	No
50	181 (4)	
50.1	• for an individual	No
50.2	for a body corporate	No
51	182 (2)	
51.1	• for an individual	No
51.2	for a body corporate	No
52	182 (3)	
52.1	• for an individual	Yes
52.2	for a body corporate	Yes
53	182 (4)	
53.1	• for an individual	No
53.2	for a body corporate	No
54	182 (5)	
54.1	• for an individual	No
54.2	for a body corporate	No
55	224 (1)	
55.1	for an individual	Yes
55.2	for a body corporate	Yes
56	224 (2)	
56.1	for an individual	Yes
56.2	for a body corporate	Yes
57	226 (1)	
57.1	for an individual	No
57.2	for a body corporate	No
58	226 (3)	
58.1	• for an individual	No
58.2	for a body corporate	No

column 1 item	column 2 offence provision	In the interest of workers and public safety
59	226 (4)	
59.1	for an individual	No
59.2	for a body corporate	No
60	228	
60.1	for an individual	No
60.2	for a body corporate	No
61	229 (1)	
61.1	• for an individual	No
61.2	for a body corporate	No
62	229 (2)	
62.1	for an individual	No
62.2	for a body corporate	No
63	230 (1)	
63.1	• for an individual	No
63.2	for a body corporate	No
64	230 (2)	
64.1	• for an individual	No
64.2	for a body corporate	No
65	230 (3)	
65.1	for an individual	No
65.2	for a body corporate	No
66	237 (2)	
66.1	for an individual	No
66.2	for a body corporate	No
67	237 (4)	
67.1	• for an individual	No
67.2	for a body corporate	No
68	237 (5)	
68.1	for an individual	No
68.2	for a body corporate	No
69	238 (2)	
69.1	for an individual	Yes
69.2	for a body corporate	Yes
70	253 - Duty of design verifier	
70.1	for an individual	No
70.2	for a body corporate	No

column 1 item	column 2 offence provision	In the interest of workers and public safety
71	254	
71.1	for an individual	No
71.2	for a body corporate	No
72	260 (3)	
72.1	for an individual	No
72.2	for a body corporate	No
73	260 (4)	
73.1	for an individual	No
73.2	for a body corporate	No
74	260 (5)	
74.1	• for an individual	No
74.2	for a body corporate	No
75	262 (1)	
75.1	for an individual	No
75.2	for a body corporate	No
76	273 (3)	
76.1	for an individual	No
76.2	for a body corporate	No
77	273 (4)	
77.1	for an individual	No
77.2	for a body corporate	No
78	275 (1)	
78.1	for an individual	No
78.2	for a body corporate	No
79	282 (1)	
79.1	for an individual	No
79.2	for a body corporate	No
80	287	
80.1	for an individual	No
80.2	for a body corporate	No
81	288 (1)	
81.1	for an individual	No
81.2	for a body corporate	No
82	296	
82.1	• for an individual	Yes
82.2	for a body corporate	Yes

column 1 item	column 2 offence provision	In the interest of workers and public safety
83	299 (1)	
83.1	for an individual	Yes
83.2	for a body corporate	Yes
84	300 (1)	
84.1	for an individual	Yes
84.2	for a body corporate	Yes
85	300 (2)	
85.1	for an individual	Yes
85.2	for a body corporate	Yes
86	301	
86.1	for an individual	Yes
86.2	for a body corporate	Yes
87	303 (1)	
87.1	for an individual	No
87.2	for a body corporate	No
88	303 (2)	
88.1	for an individual	Yes
88.2	for a body corporate	Yes
89	303 (3)	
89.1	• for an individual	Yes
89.2	• for a body corporate	Yes
90	304 (3)	
90.1	• for an individual	Yes
90.2	• for a body corporate	Yes
91	304 (4)	
91.1	for an individual	Yes
91.2	for a body corporate	Yes
92	304 (5)	
92.1	• for an individual	No
92.2	for a body corporate	No
93	306 (3)	
93.1	• for an individual	Yes
93.2	for a body corporate	Yes
94	308	
94.1	• for an individual	No
94.2	for a body corporate	No

column 1 item	column 2 offence provision	In the interest of workers and public safety
95	309 (1)	
95.1	• for an individual	Yes
95.2	for a body corporate	Yes
96	312	
96.1	for an individual	Yes
96.2	• for a body corporate	Yes
97	313 (1)	
97.1	for an individual	No
97.2	for a body corporate	No
98	313 (2)	
98.1	for an individual	Yes
98.2	for a body corporate	Yes
99	313 (3)	
99.1	• for an individual	Yes
99.2	for a body corporate	Yes
100	313 (4)	
100.1	• for an individual	Yes
100.2	for a body corporate	Yes
101	316	
101.1	• for an individual	Yes
101.2	for a body corporate	Yes
102	317 (1)	
102.1	• for an individual	Yes
102.2	for a body corporate	Yes
103	326 (1)	
103.1	• for an individual	No
103.2	for a body corporate	No
104	326 (2)	
104.1	• for an individual	No
104.2	for a body corporate	No
105	340 (3)	
105.1	• for an individual	No
105.2	for a body corporate	No
106	340 (4)	
106.1	• for an individual	No
106.2	for a body corporate	No

column 1 item	column 2 offence provision	In the interest of workers and public safety
107	348 (6)	
107.1	for an individual	Yes
107.2	for a body corporate	Yes
108	378 (1)	
108.1	for an individual	No
108.2	for a body corporate	No
109	378 (2) - Health monitoring records	
109.1	for an individual	No
109.2	for a body corporate	No
110	390 (2)	
110.1	for an individual	Yes
110.2	for a body corporate	Yes
111	390 (3)	
111.1	for an individual	Yes
111.2	for a body corporate	Yes
112	391 (3)	
112.1	for an individual	Yes
112.2	for a body corporate	Yes
113	404 (1)	
113.1	for an individual	Yes
113.2	for a body corporate	Yes
114	404 (2)	
114.1	for an individual	Yes
114.2	for a body corporate	Yes
115	418 (1)	
115.1	for an individual	No
115.2	for a body corporate	No
116	418 (2)	
116.1	for an individual	No
116.2	for a body corporate	No
117	423 (2)	
117.1	for an individual	Yes
117.2	for a body corporate	Yes
118	425 (1)	
118.1	for an individual	Yes
118.2	for a body corporate	Yes

column 1 item	column 2 offence provision	In the interest of workers and public safety
119	425 (2)	
119.1	for an individual	Yes
119.2	for a body corporate	Yes
120	426 (1)	
120.1	for an individual	Yes
120.2	for a body corporate	Yes
121	427 (1)	
121.1	for an individual	Yes
121.2	for a body corporate	Yes
122	427 (2)	
122.1	for an individual	Yes
122.2	for a body corporate	Yes
123	429 (5)	
123.1	for an individual	Yes
123.2	for a body corporate	Yes
124	432 (5)	
124.1	for an individual	Yes
124.2	for a body corporate	Yes
125	434	
125.1	for an individual	Yes
125.2	• for a body corporate	Yes
126	438 (1)	
126.1	for an individual	Yes
126.2	for a body corporate	Yes
127	438 (2)	
127.1	for an individual	Yes
127.2	• for a body corporate	Yes
128	444 (1)	
128.1	• for an individual	No
128.2	for a body corporate	No
129	444 (2)	
129.1	• for an individual	No
129.2	for a body corporate	No
130	445 (3)	
130.1	for an individual	Yes
130.2	for a body corporate	Yes

column 1 item	column 2 offence provision	In the interest of workers and public safety
131	445 (4)	
131.1	for an individual	No
131.2	for a body corporate	No
132	449	
132.1	for an individual	Yes
132.2	for a body corporate	Yes
133	450	
133.1	for an individual	Yes
133.2	for a body corporate	Yes
134	451 (5)	
134.1	for an individual	Yes
134.2	for a body corporate	Yes
135	461 (1)	
135.1	for an individual	Yes
135.2	for a body corporate	Yes
136	461 (2)	
136.1	for an individual	Yes
136.2	• for a body corporate	Yes
137	464 (3)	
137.1	• for an individual	Yes
137.2	for a body corporate	Yes
138	465 (1)	
138.1	• for an individual	Yes
138.2	• for a body corporate	Yes
139	465 (2)	
139.1	for an individual	Yes
139.2	for a body corporate	Yes
140	465 (3)	
140.1	for an individual	Yes
140.2	for a body corporate	Yes
141	466 (1)	
141.1	for an individual	Yes
141.2	for a body corporate	Yes
142	466 (3)	
142.1	• for an individual	Yes
142.2	for a body corporate	Yes

column 1 item	column 2 offence provision	In the interest of workers and public safety
143	482 (3)	
143.1	• for an individual	Yes
143.2	for a body corporate	Yes
144	505 (1)	
144.1	for an individual	No
144.2	for a body corporate	No
145	506 (1)	
145.1	for an individual	No
145.2	for a body corporate	No
146	507 (1)	
146.1	for an individual	No
146.2	for a body corporate	No
147	512	
147.1	• for an individual	No
147.2	• for a body corporate	No
148	513 (1)	
148.1	• for an individual	No
148.2	• for a body corporate	No
149	525	
149.1	• for an individual	No
149.2	for a body corporate	No
150	529	
150.1	• for an individual	Yes
150.2	• for a body corporate	Yes
151	572 (4)	
151.1	for an individual	Yes
151.2	for a body corporate	Yes
152	587 (1)	
152.1	for an individual	No
152.2	• for a body corporate	No
153	588 (1)	
153.1	for an individual	No
153.2	for a body corporate	No
154	593	
154.1	• for an individual	No
154.2	• for a body corporate	No

column 1 item	column 2 offence provision	In the interest of workers and public safety
155	594 (1)	
155.1	• for an individual	No
155.2	for a body corporate	No
156	607	
156.1	• for an individual	No
156.2	• for a body corporate	No