

3. Registered medical practitioner to complete

I certify that I have examined/reviewed the results of the person whose name appears in Section 1, and that in my opinion this worker (tick any of the boxes that apply):

- is fit to continue to work with the hazardous chemical
- has received medical counselling in relation to work and is fit to continue to work with the hazardous chemical
- displays indications of adverse health effects that may be attributed to exposure to the hazardous chemical and must not be exposed to the hazardous chemical for (specify period of time)* _____
- is fit to resume work from DD / MM / YYYY
- has contracted an injury, illness or disease that may be attributed to exposure to the hazardous chemical*
- is not fit for work with the hazardous chemical on work related medical grounds*
- is not fit for work with the hazardous chemical on non-work related medical grounds

I recommend that the PCBU (tick any of the boxes that apply):

- Review work practices and take remedial measures to reduce the worker's exposure to the hazardous chemical*
- Repeat medical examination for the worker on DD / MM / YYYY

Other recommendations:

Registered medical practitioner's name and address:

Registration number:

Signature:

Date:

How to lodge this form

*If selected, the PCBU must send a copy of the completed form to:

hicb@oir.qld.gov.au

or

Hazardous Industries and Chemicals Branch
Workplace Health and Safety Queensland
PO Box 820
LUTWYCHE
QLD 4030

PRIVACY STATEMENT: Workplace Health and Safety Queensland (WHSQ) respects your privacy and is committed to protecting personal information. The information provided on this form is for the purpose of monitoring health of workers exposed to hazardous chemicals. The information will be managed within the requirements of the current state government privacy regime. WHSQ may be required to disclose your personal information to other agencies to support the activities of being an auditor such as the Department of Housing and Public Works and Department of Transport and Main Roads. Additionally, WHSQ may be required to disclose your personal information to other agencies such as the Queensland Police Service, WorkCover Queensland and others in accordance with other law enforcement activities which may be conducted as part of an investigation. Further information on our privacy policy is available at [worksafe.qld.gov.au/Privacy](https://www.worksafe.qld.gov.au/Privacy).

Guide for completing Form 28 – Hazardous chemical health monitoring report

Introduction

Under the Work Health and Safety Regulation 2011 (WHS Regulation) where health monitoring is required for a hazardous chemical, the person conducting a business or undertaking (PCBU) must send a copy of the health monitoring report to Workplace Health and Safety Queensland (WHSQ) in certain circumstances.

A PCBU at a workplace is required to ensure, so far as reasonably practicable, the health and safety of workers and others. The provision of a copy of the health monitoring report provides risk based information to WHSQ so it can apply resources and target compliance and enforcement actions to areas of greatest risk to health and safety.

Scope

Definitions

A hazardous chemical is defined under schedule 19 of the WHS Regulation.

Health monitoring for hazardous chemicals (other than lead)

A PCBU at a workplace must ensure that health monitoring is provided to a worker carrying out work for the business or undertaking if:

- the worker is carrying out ongoing work at a workplace using, handling, generating or storing hazardous chemicals and there is a significant risk to the worker's health because of exposure to a hazardous chemical mentioned in schedule 14, table 14.1, column 2; or
- the person identifies that because of ongoing work carried out by a worker using, handling, generating or storing hazardous chemicals there is a significant risk that the worker will be exposed to a hazardous chemical (other than a hazardous chemical mentioned in schedule 14, table 14.1) and either:
 - valid techniques are available to detect the effect on the worker's health; or
 - a valid way of determining biological exposure to the hazardous chemical is available and it is uncertain, on reasonable grounds, whether the exposure to the hazardous chemical has resulted in the biological exposure standard being exceeded.

[Regulation 368]

A PCBU must ensure that the health monitoring is carried out by or under the supervision of a registered medical practitioner with experience in health monitoring. [Regulation 371(1)]

Health monitoring report

All reasonable steps must be taken by the PCBU to obtain a health monitoring report from the registered medical practitioner. [Regulation 374 (1)]

The health monitoring report must include:

- name and date of birth of the worker
- name and registration number of the registered medical practitioner
- name and address of the PCBU who commissioned the health monitoring
- the date of the health monitoring
- any test results that indicate whether or not the worker has been exposed to a hazardous chemical
- any advice that test results indicate that the worker may have contracted a disease, injury or illness as a result of carrying out the work that triggered the requirement for health monitoring
- any recommendation that the PCBU take remedial measures, including whether the worker can continue to carry out the type of work that triggered the requirement for health monitoring
- whether medical counselling is required for the worker in relation to the work that triggered the requirement for health monitoring. [Regulation 374 (2)]

Where to find a health monitoring report

This form constitutes a health monitoring report. It asks for all the relevant and mandatory information which must be recorded. Expanded versions of health monitoring reports for the individual hazardous chemicals mentioned in schedule 14 are available in the Safe Work Australia Guidelines for Health Monitoring. These health monitoring reports may be used in place of Form 28.

How to complete a health monitoring report

Where health monitoring is required:

- The PCBU is to complete Part 1 of Form 28: Hazardous chemical health monitoring report and give it to the registered medical practitioner who is to undertake or supervise the health monitoring.
- The registered medical practitioner is to:
 - complete parts 2 and 3 of the report
 - give the PCBU the completed report.

The PCBU must meet other obligations on retaining reports, and informing workers and the regulator.

The PCBU must provide a copy of the report to WHSQ in certain circumstances.

When to provide the regulator with a copy of a health monitoring report

You must provide WHSQ with a copy of the health monitoring report as soon as practicable after obtaining the report if the report contains:

- any advice that test results indicate that the worker may have contracted a disease, injury or illness as a result of carrying out the work that triggered the requirement for health monitoring; or
- any recommendation that the PCBU take remedial measures, including whether the worker can continue to carry out the work that triggered the requirement for health monitoring. [Regulation 376]

Who must send the health monitoring report to the regulator

The report is required to be sent by a PCBU for which a worker is carrying out work and for whom health monitoring is required. [Regulation 376] PCBU is defined in section 5 of the WHS Act.

A PCBU may be an individual, a body corporate, a government agency, a partnership or an unincorporated association.

Where to send the health monitoring report

A copy of the health monitoring report is to be sent to:

hicb@oir.qld.gov.au

or

Hazardous Industries and Chemicals Branch
Workplace Health and Safety Queensland
PO Box 820
LUTWYCHE
QLD 4030

Obligations

Provide health monitoring report to worker

The PCBU who commissioned health monitoring for a worker must give a copy of the health monitoring report to the worker as soon as practicable after the person obtains the report. [Regulation 375]

Provide health monitoring report to relevant persons conducting business or undertakings

The PCBU who commissioned health monitoring for a worker must give a copy of the health monitoring report to all other PCBUs who have a duty to provide health monitoring for the worker as soon as practicable after obtaining the report. [Regulation 377]

Health monitoring records

A PCBU must ensure that health monitoring reports in relation to a worker carrying out work for the business or undertaking are:

- kept as a confidential record for at least 30 years after the record is made
- identified as a record in relation to the worker. [Regulation 378(1)]

The PCBU must ensure that the health monitoring report and results of a worker are not disclosed to another person without the worker's written consent. However, this does not apply if the record is disclosed as a requirement under the WHS Regulation or to a person who must keep the record confidential under a duty of professional confidentiality. [Regulation 378(2) & 378(3)]

Further information

Should clarification be required in reference to matters detailed in this guide, contact WHS Infoline on 1300 362 128.

Legislation

The WHS Act and the WHS Regulation can be accessed via the WHS website worksafe.qld.gov.au.

List of jurisdiction contacts

Jurisdiction	Name of regulator	Telephone	Web site
New South Wales	WorkCover NSW	13 10 50	www.workcover.nsw.gov.au
Victoria	WorkSafe Victoria	1800 136 089	www.worksafe.vic.gov.au
Queensland	Workplace Health and Safety Queensland	1300 362 128	www.worksafe.qld.gov.au
South Australia	SafeWork SA	1300 365 255	www.safework.sa.gov.au
Western Australia	WorkSafe WA	1300 307 877	www.worksafe.wa.gov.au
Australian Capital Territory	WorkSafe ACT	(02) 6207 3000	www.worksafety.act.gov.au
Tasmania	Workplace Standards TAS	1300 366 322 (Inside Tasmania) (03) 6233 7657 (Outside Tasmania)	www.wst.tas.gov.au
Commonwealth	Comcare	1300 366 979	www.comcare.gov.au
Northern Territory	NT WorkSafe	1800 019 115	www.nt.gov.au/justice/worksafe